

| ORDER FOR SUPPLIES AND SERVICES | | | | IMPORTANT See instructions in GSAR 553.370-300-1 for distribution | | PAGE 1 OF 1 PAGE(S) | |
|---|------------------------------|---|--------------------|---|---------------------|---|-------------|
| 1. DATE OF ORDER 10/29/2020 | | 2. ORDER NUMBER 47QFHA21F0002 | | 3. CONTRACT NUMBER 47QTCH18D0061 | | 4. ACT NUMBER A22065793 | |
| FOR GOVERNMENT USE ONLY | 5. ACCOUNTING CLASSIFICATION | | | | 6. FINANCE DIVISION | | |
| | FUND 285F | ORG CODE Q06FA000 | B/A CODE AA20 | O/C CODE 25 | AC | SS | VENDOR NAME |
| | FUNC CODE AF151 | C/E CODE H08 | PROJ./PROS. NO. | CC-A | MDL | FI | G/L DEBT |
| | W/ITEM | CC-B | PRT/CRFT | AI | LC | DISCOUNT | |
| 7. TO: CONTRACTOR (Name, address and zip code) William Jaffe TECHNICAL AND PROJECT ENGINEER NG, LLC 6363 WALKER LANE, SUITE 300 ALEXANDRIA, VA 223103262 United States 703-924-4015 | | | | 8. TYPE OF ORDER B. DELIVERY | | REFERENCE YOUR | |
| | | | | Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated. | | | |
| | | | | This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract. | | | |
| | | | | C. MODIFICATION NO. P00000 | | AUTHORITY FOR ISSUING | |
| | | | | TYPE OF MODIFICATION: | | | |
| 9A. EMPLOYER'S IDENTIFICATION NUMBER 562341783 | | 9B. CHECK, IF APPROP WITHHOLD 20% | | Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged. | | | |
| 10A. CLASSIFICATION Woman Owned Business | | | | 10B. TYPE OF BUSINESS ORGANIZATION C. Corporation | | | |
| 11. ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 6 Justin P Wise 2300 MAIN ST KANSAS CITY, MO 64108-2416 United States (816) 926-8308 | | 12. REMITTANCE ADDRESS (MANDATORY) TECHNICAL AND PROJECT ENGINEERING, LLC 6363 WALKER LANE, SUITE 300 ALEXANDRIA, VA 22310-3262 United States | | 13. SHIP TO (Consignee address, zip code and telephone no.) gretchen heimann 8825 Beulah Fort Belvoir, VA 22060 United States (571) 515-3878 | | | |
| 14. PLACE OF INSPECTION AND ACCEPTANCE gretchen heimann 6359 Walker Lane, 5th Floor Alexandria, VA 22310-3225 United States | | 15. REQUISITION OFFICE (Name, symbol and telephone no.) Emma S Hall GSA Region 6 2300 MAIN ST KANSAS CITY, MO 64108-2416 United States (816) 823-2095 | | | | | |
| 16. F.O.B. POINT Destination | | 17. GOVERNMENT B/L NO. | | 18. DELIVERY F.O.B. POINT ON OR BEFORE 06/20/2021 | | 19. PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0.00 % 0 DAYS / 0.00 % 0 DAYS | |
| 20. SCHEDULE | | | | | | | |
| 1. The purpose of this award is to transfer contract administration of order number 47QFPA-20-F-0065 (ITSS ID09200005) off of Vets-2 Government Wide Acquisition Contract (GWAC) contract number 47QTCH-18-D-0061. | | | | | | | |
| 2. Transfer of this contract is from Assisted Acquisition Services (AAS), Customer Support Center, Region 9 (CSC, R9) to Customer Support Center, Region 6 (CSC, R6). | | | | | | | |
| 3. The order number is changed from 47QFPA-20-F-0065 (ITSS ID09200005) to 47QFHA-21-F-0002 (ITSS ID06210003). | | | | | | | |
| 4. This order is currently obligated at approximately 75%. The remaining 25% of total obligated amount under order number 47QFPA-20-F-0065 to allow for final billing under that number. (See Modification 03 of 47QFPA-20-F-0065). | | | | | | | |
| 5. This contract is fully funded and remaining funds will be transferred from CSC, R9 once final invoicing has occurred. Final contract value of 47QFHA-21-F-0002 will be annotated via forthcoming modification once funds are transferred. | | | | | | | |
| 6. Period of performance: Base Period: 11/01/2020 - 6/21/2021 Option Period 1: 6/22/2021 - 6/21/2022 Option Period 2: 6/22/2022 - 6/21/2023 Option Period 3: 6/22/2023 - 6/21/2024 Option Period 4: 6/22/2024 - 6/21/2025 *FAR 52.217-8 Option to Extend Services | | | | | | | |
| 7. Initial Pricing Schedule and Contract Line Item Number (CLIN) Structure: | | | | | | | |
| (b) (4) | | | | | | | |
| NTE | | | | | | | |
| 0004 CAF \$16,035.29 | | | | | | | |
| * Dollar amounts reflect the total awarded amounts under 47QFPA-20-F-0065 and will be proportionately reduced via modification based on final invoicing to close out order 47QFPA-20-F-0065 and receipt of funds from CSC, R9. | | | | | | | |
| Option Period 1 | | | | | | | |
| (b) (4) | | | | | | | |
| (b) (4) | | | | | | | |
| (b) (4) | | | | | | | |
| (b) (4) | | | | | | | |
| Option Period 3 | | | | | | | |
| (b) (4) | | | | | | | |
| (b) (4) | | | | | | | |
| Option Period 4 | | | | | | | |
| 4 (b) (4) | | | | | | | |
| (b) (4) | | | | | | | |
| NTE | | | | | | | |
| (b) (4) | | | | | | | |

(b) (4)

Six Month Extension

5001: FAR 52.217-8: 6-month Extension Period, as exercised by the CO (OPTIONAL)(FFP)

(b) (4)

total awarded amounts under 47QFPA-20-F-0065 and receipt of funds from CSC, R9 and will be proportionately reduced via modification based on final invoicing to close out order 47QFPA-20-F-0065 and receipt of funds from CSC, R9

8. All contract terms and conditions under 47QFPA-20-F-0065 are incorporated into this contract and have the same full force and effect.

9. Contractor will invoice all authorized expenses ending on and including 10/31/2020 to 47QFPA-20-F-0065 (ITSS ID09200005). Authorized expenses incurred on 11/01/2020 and in the future will be invoiced to 47QFHA-21-F-0002 (ITSS D06210003).

10. All other terms and conditions remain unchanged.

| ITEM NO. (A) | SUPPLIES OR SERVICES | QUANTITY ORDERED | UNIT | UNIT PRICE | AMOUNT |
|---|----------------------|---|------|--------------------------------------|---------|
| 0001 | (b) (4) | | | | |
| 0002 | | | | | |
| 0003 | | | | | |
| 0004 | | | | | |
| 21. RECEIVING OFFICE (Name, symbol and telephone no.) INSCOM HQS, (703) 428-4602 | | | | TOTAL From 300-A(s) | |
| 22. SHIPPING POINT Specified in QUOTE | | 23. GROSS SHIP WT. | | GRAND TOTAL | (b) (4) |
| 24. MAIL INVOICE TO: (Include zip code) General Services Administration (FUND) The contractor shall follow these Invoice Submission Instructions . The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission). | | 25A. FOR QUERIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support | | 25B. TELEPHONE NO. 816-926-7287 | |
| | | 26A. NAME OF CONTRACTING/ORDERING OFFICER(Type) Justin P Wise | | 26B. TELEPHONE NO. (816) 926-8308 | |
| | | 26C. SIGNATURE Justin P Wise 10/29/2020 | | | |
| GENERAL SERVICES ADMINISTRATION | | 1. PAYING OFFICE | | GSA FORM 300 (REV. 2-93) | |

Army Intelligence and Security Command (INSCOM)

G6/Ground Intelligence Support Activity (GISA)

Information Technology Project Management (ITPM) Support

Performance Work Statement

**Army Intelligence and Security Command
G6/Ground Intelligence Support Activity (GISA)**

ITPM Performance Work Statement

Information Technology Project Management (ITPM) Support

PART 1

Performance Work Statement Overview

1. **Non-Personal Services.** This is a non-personal services contract to provide information technology (IT) project management support for the U.S. Army Intelligence and Security Command (INSCOM), located at Ft. Belvoir, VA. The Government will not exercise any supervision or control over the contract service providers performing the services herein. Such contract service providers shall be accountable solely to the Contractor who, in turn, is responsible to the Government.

1.1 **Background.** INSCOM, a Direct Reporting Unit (DRU) to Headquarters (HQ), Department of the Army, G-2, conducts intelligence, security and information operations for military commanders and national decision makers. INSCOM executes mission command of operational intelligence and security forces; conducts and synchronizes worldwide multi-discipline and all-source intelligence and security operations; delivers linguist support and intelligence-related advanced skills training, acquisition support, logistics, communications, and other specialized capabilities in support of Army, Joint, and Coalition Commands and the U.S. Intelligence Community. Headquartered at Fort Belvoir, VA, INSCOM is a global command with Major Subordinate Commands (MSCs) that tailor their support to the specific needs of different theaters. The command synchronizes the intelligence operations of all INSCOM elements to ensure multi-discipline intelligence support to theater/component war fighters, the Intelligence Community (IC) and other national agencies. INSCOM has a variety of smaller units with over 17,000 personnel dispersed over 180 locations worldwide. INSCOM and its MSCs provide the enabling layer to connect the Army and its tactical formations to defense and national intelligence agencies via tactical networks. The ability to provide mission critical intelligence is dependent on the successful use of its IT networks worldwide. INSCOM has 17 tenant organizations with varying breadths of intelligence responsibility spanning the Army and the world from the tactical edge to the strategic enterprise level or national levels.

1.2 Description of Services/Introduction.

INSCOM G6 requires IT project management support to Headquarters INSCOM G6, by providing full range of IT project management that is inclusive of executing critical standards of Program Management Institute (PMI) key metric categories and concepts in order to implement INSCOM directed Enterprise strategies. IT project management staff are expected to support multiple simultaneous IT projects. These IT projects will vary and include large and small scale Military Construction (MILCON) projects IT enterprise services projects, IT communications/networking projects, software and hardware upgrade projects, military compound IT master planning projects, IT support projects for direct military operations and IT services/networking contingency planning projects.

ITPM Performance Work Statement

1.3 Objectives. The Contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform IT project management support as defined in this Performance Work Statement except for those items specified as government furnished property and services. The contractor shall perform to the standards in this contract.

1.4 Period of Performance. The Period of Performance shall be a nine (9) months base period, four (4) option year, for twelve (12) month periods.

| | |
|--------------------|--|
| Base Period | 21 September 2020 to 20 June 2021 |
| Option (1) | 21 June 2021 to 20 June 2022 |
| Option (2) | 21 June 2022 to 20 June 2023 |
| Option (3) | 21 June 2023 to 20 June 2024 |
| Option (4) | 21 June 2024 to 20 June 2025 |

FAR 52.217-8 Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 1 calendar day.

52.217-9 Option To Extend the Terms of the Contract (MAR 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 1 day; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months

52.237-3 Continuity of Services is available for exercise should it be deemed necessary.

1.5 Place of Performance. Services will be performed at HQ INSCOM on Fort Belvoir Virginia and Metro Park, Franconia, Virginia, and extend to include all of INSCOMs MSC locations worldwide, and at limited times at the Contractor's facility, or other designated locations, only if approved by the Contracting Officer Representative (COR) in advance.

ITPM Performance Work Statement

1.6 Hours of Operation. HQ INSCOM core hours are 0900 – 1500. All employees are expected to be present for duty during the core hours, unless they are shift workers. Additionally, HQs INSCOM personnel are required to work an eight (8) hour shift between the hours of 0600-1800 Monday thru Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. Sites external to HQ INSCOM require an eight (8) hour workday to be fulfilled between 0600 – 1800 hours local time, depending on the individual site.

1.6.1 The Contractor shall not be reimbursed when the government facility is closed for the above reasons. The Contractor must at all times maintain an adequate workforce for the uninterrupted performance of all tasks defined within this PWS, as measured via the performance standards established herein, when the Government facility is not closed for the above reasons.

1.6.2 Due to operational requirements, normal business hours may be adjusted to satisfy completion (e.g. 1200-2000). This will be coordinated with government/contractor no less than 24 hours before adjusted working hours are anticipated with specific tasks to be accomplished and that will impact the performance requirements (e.g. service disruption). Examples of work shifting to off hours or weekend outside of normal working hours might be data gathering that is must be done when the network is down or information assurance scans that might affect negatively the proper functioning of the broader network. Note that there is no overtime authorized under this performance based firm fixed price order.

1.6.3 So as to keep the Government informed of Contractor personnel management issues that might impact successful performance, all contractor personnel leave shall be communicated by the Contractor, to the Contracting Officer Representative (COR), the Technical Task Manager (TTM) and all other Government POCs and Government assigned Project leadership via email and posting on the Project Management Branch (PMB) calendar on the knowledge management portal, or other designated INSCOM approved accountability resource (e.g. CVR, Teams, etc.), to ensure minimal disruption to the mission. Additionally, the contractor employee shall report any foreign personnel travel in accordance with INSCOM policy #17. If a contractor employee requires a continuous period of sick or annual leave greater than 30 days, the contractor shall, provide a temporary replacement possessing the same skills, clearance, and knowledge at no additional cost to the Government, if requested by COR or TTM.

1.7 General Information.

Quality Control. The contractor is responsible for the development and submission of a Quality Control Plan (QCP) to be used as a guide for the implementation of the required management quality control actions to achieve the specified results of the IT project management support contract. The contractor shall develop and maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement sufficient minimum procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's QCP shall be the means that ensures work performed

ITPM Performance Work Statement

complies with the requirements of the PWS. The Quality Control Plan shall be submitted with the proposal.

1.7.1 Quality Assurance. The Government shall evaluate the contractor's performance under this contract in accordance with the Quality Assurance Surveillance Plan (QASP). This plan is primarily focused on what the Government must do to ensure that the contractor has performed in accordance with the performance standards. It defines how the performance standards will be applied, and the frequency of surveillance. The QASP may be provided to the Contractor only at the Government's discretion.

1.7.2 Recognized Holidays

The contractor is not required to work on the following recognized Federal holidays.

| | |
|-----------------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr.'s Birthday | Columbus Day |
| President's Day | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |

1.7.3 Type of Contract. The Government anticipates award of a Firm Fixed Price (FFP) contract with reimbursable travel line item.

1.7.4 Security Requirements. Contractor personnel performing work under this contract must have a Top Secret security clearance at time of the proposal submission, and must maintain the level of security clearance required for the life of the contract. The security requirements are in accordance with the attached DD254 (See Attachment).

All contractor personnel must be eligible to access to the following Sensitive Compartmented Information (SCI) compartments: Special Intelligence (SI), Talent Keyhole (TK), Human Control System (HCS), and Gamma (G). All contractor personnel must sign a Non-Disclosure Statement. Contractor personnel must perform within the security limitations of Army Regulation (AR) 381-10 (U.S. Army Intelligence Activities), United States Signal Intelligence Directive (USSID) 1800 (Legal Compliance and Minimization Procedures), and other appropriate security regulations.

All contractor support personnel requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know, and their position/category. All contractor employees assigned to this contract are required to obtain a Common Access Card (CAC) in order to retrieve Government provided internet/intranet information. Additional position category and investigation guidance is available in DoD 5200.2-R (DoD Personnel Security Program). As referenced in AR 52-2 (Information Assurance), personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, formal access approval (DoD Directive 8570 (Information Assurance

ITPM Performance Work Statement

Workforce Improvement Program) and need-to-know.

All contractor support personnel requiring access to information technology (IT) systems will have the appropriate security clearance and will be granted access according to their security clearance, need-to-know and their position/category. Additional position category and investigation guidance is available in DOD 5200.2-R. As referenced in AR 25-2, personnel requiring access to information systems processing classified information to fulfill their duties will possess the required favorable security investigation, security clearance, and formal access approval (DoD Directive 8570) and need to know.

1.7.5 Physical Security. The contractor employees and vehicles are subject to checks before entering or exiting government installation. The contractor shall coordinate clearance issues for personnel supporting this contract with Contractor Support Element (CSE) and INSCOM System Security Officer (SSO). The contractor is responsible for safeguarding all Government equipment, information and property provided for contractor use. At the close of each work period, Government facilities, equipment, and materials shall be secured. The following personal provided items are prohibited inside classified INSCOM workspaces at all times: cell phones/Blackberries, portable USB memory drives, other portable USB devices, external hard drives, cameras, MP3 players, scanning devices, digital flash cards/disks, personal laptop computers, camera/USB watches and wireless transmitters.

1.7.6 Special Qualifications. The Contractor shall provide qualified personnel to perform all specified PWS Performance Tasks. Contractor personnel supporting this PWS shall have minimum certifications in accordance with DoDD 8570.01-M, Information Assurance Training, Certification, and Workforce Management, and the DOD 8570.01-M IA Certifications spreadsheet for elevated privileges (IAT level 2 or 3). All qualified personnel shall be able to read, write, speak, and understand English. The Contractor shall be responsible to the Government for acts and omissions of its employees and for any subcontractor(s) and their employees.

1.7.7 Post Award Conference/Periodic Progress Meetings. The Contractor agrees to attend any post award conference convened by the contracting activity or contract administration office in accordance with Federal Acquisition Regulation Subpart 42.5. The Contracting Officers Representative (COR) and the GSA PM and other Government personnel, as appropriate, may meet periodically with the Contractor to review the Contractor's performance. At these meetings the Contracting Officer's Representative shall apprise the Contractor of how the government views the Contractor's performance, and the Contractor shall apprise the Government of problems, if any, being experienced. Appropriate action shall be taken to resolve outstanding issues. These meetings shall be at no additional cost to the Government.

1.7.8 Key Personnel. The following personnel are considered key personnel by the Government. **Senior Program Manager** and **Master Scheduler**. For job descriptions and qualifications, refer to the PWS Technical Exhibit 4.

1.7.9 Replacement of Key Personnel. During the first ninety (90) days of performance, the

ITPM Performance Work Statement

Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 5 calendar days after the occurrence of any of these events. After the initial 90-day period, the Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer Representative or the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contractor shall demonstrate to the satisfaction of the Government that the qualifications of the prospective personnel are equal to or better than the qualifications of the personnel being replaced.

1.7.10 Personnel Replacement. In the event that the performance of assigned Contractor's personnel or any substitute(s) is regarded by the Government to be negatively impacting the performance towards successfully achieving contract objectives, the Government reserves the right to inform the Contractor and to request a satisfactory personnel replacement. The Contractor shall demonstrate to the Government efforts toward implementing a successful remedy of any such circumstance within ten (10) calendar days of receipt by the Contractor of written notification from the COR. Government notification might include a request to replace personnel and include the reason for requesting replacement personnel. Should efforts towards resolution not be satisfactory, the COR will refer the matter to the Contracting Officer.

Identification of Contractor Employees. All contract personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties shall identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They shall also ensure that all documents or reports produced by contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed. Contractor personnel will be provided and shall wear badges in the performance of this contract.

1.7.11 Data Rights. The following clauses are incorporated by reference:

DFARS 252.227-7013 Rights in Technical Data--Noncommercial Items.

DFARS 252.227-7014 Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation.

DFARS 252.227-7015 Technical Data—Commercial Items.

DFARS 252.227-7022 Government Rights (Unlimited).

1.7.12 Contractor Travel. Contractor will be required to travel CONUS and OCONUS during the performance of this contract to conduct project reviews and assessments, provide project and related process consulting, attend project meetings, and provide related services as directed by the government. Airfare costs in excess of the lowest priced airfare available to the contractor during normal business hours are unallowable except when such accommodations require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, are not reasonably adequate for the physical or medical needs of the traveler, or are not reasonably available to meet mission requirements. However, in order for airfare costs in excess of the above standard airfare to be

ITPM Performance Work Statement

allowable, the applicable condition(s) set forth above must be documented and justified. Contractor will be authorized travel expenses consistent with the substantive provisions of the Joint Travel Regulation (JTR) and the limitation of funds specified in this contract. All travel requires Government approval/authorization and notification to the COR. Contractor travel shall be limited to mission support activities. All contractor travel must be requested by the contractor and approved by the COR in writing in advance of the travel.

The COR will be the approval authority for all contractor travel requests, submitted in writing and in advance of all travel. Transportation, per diem, air fare, auto rental, out of pocket expenses, and other allowable expenses shall be reimbursed in accordance with FAR part 31.205-46. The Government will not reimburse travel expense or travel time to and from the contractor's assigned locations. The Government will reimburse all reasonable travel-related expense and Government-directed travel as an "other direct cost" (ODC) on a cost-reimbursable basis up to a not-to-exceed amount to be determined. (ODC) on a cost-reimbursable basis up to a not-to-exceed amount to be determined. The not to exceed travel budget is as follows:

(b) (4)

1.7.13 Local Travel. Local travel is considered travel within a 50-mile radius from the home station to perform official duties such as attending meetings, conferences, etc., and will be paid only from the duty location to the destination and return. Local travel as tasked by the Government (meetings at other Government activities or contractor facilities, for example) will be reimbursable at the applicable Federal Travel Regulation (FTR) rate for Privately Owned Vehicles (POV). Reimbursement will not be provided for POV travel between the contractor's corporate and/or regional offices and Fort Belvoir, Virginia, the Pentagon, or any Department of the Army office within the Military District of Washington (MDW).

1.7.14 INSCOM In/Out Process. The Contractor shall ensure the onsite Program Manager and off-site company Facility Security Officer (FSO) are in constant communication during in-processing and out-processing procedures of all INSCOM Contractors that will work onsite. The Contractor shall notify the assigned Government COR, Contract Monitor (CM), and their Company supervisor(s) within 1-6 hours if the Contractor has an employee quit, resign, change contracts, or may suspect any wrong doing by the employee(s). The onsite Program Manager must gather the employees INSCOM Badge, Army CAC Card, SIPR Token, Data Watch Card (if issued), and any and all other relevant INSCOM issued Badges/Materials/Items from the employee and turn into the INSCOM TTM or COR. 52.237-3 Continuity of Services applies to this order.

1.7.14.1 In-processing: The Contractor shall ensure every employee completes the Common Access Card (CAC) Request Form and provide to COR and/or TTM for processing. The Contractor shall register employees in the INSCOM In-Processing Portal, with the minimum

ITPM Performance Work Statement

following information, for all direct labor, Contractor Full Time Equivalents (CFTEs), performing ITPM HQ INSCOM/MSC missions.

1.7.14.2 Normal Out-processing: The Contractor shall register employees in the INSCOM Out-Processing Portal, upon formal notification of the change in status, with the minimum following information. The Contractor shall notify the COR and onsite TTM within 2 weeks prior to the departure of employees.

| In Processing | Out Processing |
|---|-----------------------------------|
| Contractor Name | Contractor Name |
| Contractor Personal Email | Contractor Email |
| Contractor SSN (Full) | Contractor Phone Number |
| Contracting Company | Contractor SSN (Last 4 Only) |
| FSO Email | INSCOM Organization |
| Full Time Employee (Y/N) | Contract Number |
| Percentage on Contract | Contracting Company |
| Contract Number | FSO Email |
| Subcontract Number (if applicable) | Departure Date |
| PoP End Date | Separation Type (drop-down) |
| Paragraph | Transfer Type (drop-down) |
| Line Number | COR/TTM (populated automatically) |
| UIC | |
| Arrival Date | |
| HQ INSCOM/MSC Organization | |
| IC Badge & MI Account(s) Needed | |
| COR (populated automatically) | |
| IT POC (selected from HQ INSCOM/MSC population) | |
| PM (Contractor) Email | |

1.7.14.3 Transition Plan. The contractor shall provide a detailed transition plan with associated timelines for tasks that addresses both phase-in and phase-out for the contract.

1.7.14.4 Transition. The contractor shall begin the process of transitioning personnel in coordination with the COR and user organizations immediately following completion of all security clearance requirements. Contractor will be required to adhere to HQ INSCOM's contractor in/out processing requirements. Full contractor performance begins upon completion of all transition activities with incumbent or within 30 calendar days of contract award, whichever comes first. The contractor shall complete the transition of its workforce within 30 calendar days of contract award ensuring all security clearances have been submitted in the Army Centralized Contracts and Security (ACCS) portal by the contractor's Facility Security Officer (FSO) and all contractor personnel have been vetted prior to movement to the

ITPM Performance Work Statement

Government site.

1.7.14.5 Contract Transition, Phase-In and Phase-Out. The contractor shall provide the efforts included in its approved Transition Plan. The phase-in period begins at contract award. The phase-out period begins upon Contracting Officer notification, not to exceed 15 calendar days after contract award.

1.7.14.6 Phase-In Activities. The contractor shall include in its transition plan and perform, at a minimum, the following activities during the phase-in period:

1. Submit requests for physical and network access at performance locations.
2. Submit requests for security clearance documentation and other items requiring responses from the Government.
3. Establish procedures with the predecessor to ensure transition of provided services without any degradation of service

1.7.14.7 Phase-Out Activities. The contractor shall include in its transition plan and perform, at a minimum, the following activities during the phase-out period:

1. Establish procedures with the successor to ensure transition of provided services without a degradation of service.
2. Provide copies of all instructions, records, databases, contract performance metric data, vendor points of contact, and all other procedures developed by the contractor in the performance of this contract to the successor.

1.7.15 Training. The Contractor shall ensure that all employees comply with the Mandatory Intelligence Training requirements for Contractor personnel in accordance with Army Regulation (AR) 381-10. The Contractor must provide documentation to the COR that training has occurred for each employee. The training is mandatory for all personnel in the Intelligence environment.

1.7.16 Online Training. Mandatory online training includes 1) Anti-Terrorism Force Protection, 2) Combatting Trafficking in Person, 3) Information Assurance, 4) Intelligence Oversight and 5) Annual Security Refresher Training. Additional training may be mandated by the government as necessary.

1.7.17 Classroom Training. Mandatory classroom training includes 1) Classification Marking, 2) Operation Security (OPSEC) Initial Training, 3) OPSEC Annual Training and 4) The Threat Awareness and Reporting Program (TARP). Additional training may be mandated by the government as necessary.

1.7.18 Organizational Conflict of Interest. FAR Part 2.1 "Definitions" states:
"Organizational conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to

ITPM Performance Work Statement

the Government, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage." Appropriate means for resolving OCI will serve to prevent the existence of conflicting roles that might bias a contractor's judgment in fulfillment of a requirement or serve to prevent an unfair competitive advantage.

Performance under this contract may create potential or actual organizational conflicts of interest such as are contemplated by FAR Part 9.505. The contractor shall not engage in any other contractual or other activities which could create an organizational conflict of interest (OCI) with its position under this contract which might impair its ability to render unbiased advice and recommendations; or in which it may derive an unfair competitive advantage as a result of knowledge, information, and experience gained during the performance of this contract. This provision shall apply to the prime contractor and all subcontractors. This provision shall have effect throughout the period of performance of this contract, any extensions thereto by change order or supplemental agreement, and for two (2) years thereafter. The Government may terminate this contract for default, disqualify the contractor for subsequent related contractual efforts, and pursue such other remedies as may be permitted by law or this contract, upon determination that an OCI has occurred. The Contractor shall notify the Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the Contracting Officer to avoid or mitigate any such OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI

The work performed under this contract may create a significant potential for certain conflicts of interest, as set forth in FAR Parts 9.505-1, 9.505-2, 9.505-3, and 9.505-4. It is the intention of the parties hereto to prevent both the potential for bias in connection with the contractor's performance of this contract, as well as the creation of any unfair competitive advantage as a result of knowledge gained through access to any non-public data or third-party proprietary information.

1.7.18.1 Whenever performance of this contract provides access to another contractor's proprietary information, the contractor shall:

1. Enter into a written agreement with the other entities involved, as appropriate, in order to protect such proprietary information from unauthorized use or disclosure for as long as it remains proprietary; and
2. Refrain from using such proprietary information other than as agreed to, for example to provide assistance during technical evaluation of other contractors' offers or products under this contract. An executed copy of all proprietary information agreements by individual personnel or on a corporate basis shall be furnished to the KO within fifteen (15) calendar days of execution.

ITPM Performance Work Statement

3. The contractor shall obtain from each of its employees, whose anticipated responsibility in connection with the work under this contract may be reasonably expected to involve access to such information subject to the limitations described in this clause, a written agreement, which, in substance, shall provide that such employee will not, during its employment by the contractor, or thereafter, improperly disclose such data or information.
4. The contractor shall hold the Government harmless and will freely indemnify the Government as to any cost/loss resulting from the unauthorized use or disclosure of any third-party proprietary information by its employees, the employees of subcontractors, or by its agents.
5. For breach of any of the above restrictions or for nondisclosure or misrepresentation of any relevant facts required to be disclosed concerning this contract, the Government reserves the right to terminate this contract for default, disqualify the contractor for subsequent related contractual efforts, and to pursue such other remedies as may be available under law.
6. The contractor shall include the same provisions as are expressed in this clause, including this paragraph, in all subcontracts awarded for performance of any portion of this requirement. This restriction is applicable throughout the period of performance of the subcontract, and any extensions thereof by change order or supplemental agreement, and for two (2) years thereafter. When the provisions of this clause are included in a subcontract, the term "contracting officer" shall represent the head of the contracts office of the prime contract. Any deviations or less restrictive coverage deemed necessary or required by the prime contractor for a particular subcontract must first be submitted to the Government KO for approval. Subcontractors, on a case-by-case basis, may make a request, through the prime contractor, for a revision to OCI clause restrictions outlined above.
7. The restrictions described herein shall apply to the Contractor and its affiliates, consultants and subcontracts under this contract. If the Contractor under this contract prepares or assists in preparing a statement of work, specifications and plans, the Contractor and its affiliates shall be ineligible to bid or participate, in any capacity, in any contractual effort which is based on such statement of work or specifications and plans as a prime contractor, subcontractor, consultant or in any similar capacity. The Contractor shall not incorporate its products or services in such statement of work or specification unless so directed in writing by the Contracting Officer, in which case the restriction shall not apply. This contract shall include this clause in its subcontractor's or consultants' agreements concerning the performance of this contract.

1.8 Antiterrorism (AT)/Operation Security (OPSEC)

1.8.1 Antiterrorism Considerations. In accordance with DFARS, 27 January 2011, 207.105(b) (20) (D), and DOD Instruction 2000.16, DoD Antiterrorism Standards, the contractor is hereby advised that it shall comply with the policies and procedures of the U.S. Antiterrorism Officer (ATO) at each installation where work is being performed. DoD Instruction 2000.16 is available at the Washington Headquarters Services website at <http://www.dtic.mil/whs/directives/>. Information with regard to INSCOM procedures and policies will be provided at a later date. A

ITPM Performance Work Statement

modification to the contract will be the instrument of notification for this action. The contractor may submit a request for an equitable adjustment for any directly incurred costs for compliance with these policies and procedures, following the modification incorporating the policy and procedures guidance. Equitable adjustment requests shall be in compliance with clauses.

1.8.2 Antiterrorism and Force Protection (AT/FP). AR 350-1, 4 August 2011, Army Training and Leadership Development, Section II, G-7, Antiterrorism and Force Protection. Specific Army standards for AT/FP training are listed in chapter 5, AR 525-13, 11 September 2008. Individual AT/FP training is mandatory for all Soldiers, Department of the Army Civilians, and DOD Contractors and is strongly recommended for family members prior to travelling outside the 50 United States and its territories and possessions for any reason, including mobilization, temporary duty, permanent change of station, and leave. There is also an AT/FP training requirement for personnel stationed outside the United States. Individual AT/FP training is valid for one (1) year and must be documented.

1.8.3 AT Level I Training. All contractor employees, to include subcontractor employees, requiring access to Army installations, facilities and controlled access areas shall complete AT Level 1 awareness training within 30 calendar days after contract start date or effective date of incorporation of this requirement into the contract, whichever is applicable. The contractor shall submit certificates of completion for each affected contractor employee and subcontractor employee to the COR or to the contracting officer, if a COR is not assigned, within 15 calendar days after completion of training by all employees and subcontractor personnel. AT Level 1 awareness training is available at the following website: <https://atlevel1.dtic.mil/at>.

1.8.4 AT Awareness Training for Contractor Personnel Traveling Overseas. This requires US based contractor employees and associated sub-contractor employees to make available and to receive government provided area of responsibility (AOR) specific AT awareness training as directed by AR 525-13. Specific AOR training content is directed by the combatant commander with the unit ATO being the local point of contact.

1.8.5 Access and General Protection/Security Policy and Procedures. Contractor and all associated subcontractors employees shall comply with applicable installation, facility and area commander installation/facility access and local security policies and procedures (provided by government representative). The contractor shall also provide all information required for background checks to meet installation access requirements to be accomplished by installation Provost Marshal Office, Director of Emergency Services or Security Office. Contractor workforce must comply with all personal identity verification requirements as directed by DOD, HQDA and/or local policy. In addition to the changes otherwise authorized by the changes clause of this contract, should the Force Protection Condition (FPCON) at any individual facility or installation change, the Government may require changes in contractor security matters or processes.

1.8.6 iWATCH Training. The contractor and all associated sub-contractors shall brief all employees on the local iWATCH program (training standards provided by the requiring activity Authorization to Operate. This local developed training will be used to inform employees of the

ITPM Performance Work Statement

types of behavior to watch for and instruct employees to report suspicious activity to the COR. This training shall be completed within 30 calendar days of contract award and within 30 calendar days of new employee's commencing performance. iWATCH training results shall be reported to the COR not later than 45 calendar days after contract award.

1.8.7 Cyber Security (CS)/Information Technology (IT) Training. All Contractor employees and associated sub-contractor employees must complete the DoD Cyber Awareness Challenge training before issuance of network access and annually thereafter. All contractor employees working CS/IT functions must comply with DoD and Army training and exam before issuance of network access and annually thereafter. All contractor employees working CS/IT functions must comply with DoD and Army training requirements in DoD Directive 8570.01, August 11, 2016, DoD 8570.01-M Change 4, 10 October 2015 and AR 25-2 upon initial employment.

1.8.8 Cybersecurity (CS)/Information Technology (IT) Certification. Per DoD 8570.01-M Change 4, DFARS 252.239-7001 and AR 25-2, the contractor employees supporting CS/IT functions shall be appropriately upon contract award. The baseline certification as stipulated in DoD 8570.01-M Change 4 must be completed upon contract award. Along with the baseline certification, the contractor must have a computing environment (CE) certification or a certificate of training prior to having privileged access to government systems.

1.8.9 Contracts that Require OPSEC Training. Per AR 530-1, Operations Security, new Contractor employees must complete Level I OPSEC training within 30 calendar days of their reporting for duty. All Contractor employees must complete annual OPSEC awareness training.

1.8.10 Contractor Employees Who Require Access to Government Information Systems. All Contractor employees with access to a government information system must be registered in the Army Training Certification Tracking System (ATCTS) at commencement of services, and must successfully complete the DOD IA Awareness prior to access to the Information System and then annually thereafter.

1.8.11 Contracts that Require an OPSEC Standing Operating Procedure/Plan. The contractor shall develop an OPSEC Standing Operating Procedure (SOP)/Plan within 90 calendar days of contract award, to be reviewed and approved by the responsible Government OPSEC officer, per AR 530-1, Operations Security. This SOP/Plan will include the government's critical information, why it needs to be protected, where it is located, who is responsible for it, and how to protect it. In addition, the contractor shall identify an individual who will be an OPSEC Coordinator. The contractor will ensure this individual becomes OPSEC Level II certified per AR 530-1.

1.8.12 Operations Security (OPSEC). AR 530-1, 26 Sep 2014, Training Programs. The Contractor shall provide OPSEC training to all employees regarding the safeguarding of sensitive information prior to employees being allowed access to such information. Chapter 4 of AR 530-1, Training, requires that newly arrived personnel receive an OPSEC orientation briefing within the first 30 days of arrival at the organization. The AR further requires that all personnel receive an annual OPSEC briefing. Contractor personnel may utilize the OPSEC briefings

ITPM Performance Work Statement

presented by the INSCOM OPSEC Program Manager/Coordinator. The Contractor will submit certificates of completion or sign in rosters all initial and annual OPSEC training to the COR. The above requirements will flow down to all subcontractors working on or providing support to the contract.

1.8.13 The Contractor shall not release sensitive information to the general public without prior written approval from the Government, including that of authorized personnel within the requiring organization. All contractor requests to release sensitive information shall be in writing to the COR with copy to the GSA Project Manager and the GSA Contracting Officer and clearly explain the necessity for release of the information and consequences if approval is not granted.

1.8.14 All material produced by the contractor which will be released to the general public will be subject to OPSEC and Security reviews from the INSCOM OPSEC Officer, Security Officer and INSCOM Public Affairs Office prior to release.

1.8.15 The Contractor shall destroy all sensitive program material at the completion of the contract so as to ensure the information cannot be accessed or utilized for any purpose. The Contractor will also notify the COR in writing of its destruction who will then confirm with the GSA Project Manager and the GSA Contracting Officer. These same requirements will flow down to all subcontractors working on or provided any sensitive information related to the contract.

1.8.16 Contracts That Require Handling or Access to Classified Information. Contractor shall comply with FAR 52.204-2, Security Requirements. This clause involves access to information classified “Confidential,” “Secret,” or “Top Secret” and requires contractors to comply with— (1) The Security Agreement (DD Form 441), including the National Industrial Security Program Operating Manual (DoD 5220.22-M); any revisions to DOD 5220.22-M, notice of which has been furnished to the Contractor.

1.8.17 Performance under this contract may require the contractor to access non-public data and information proprietary to a Government agency, another Government contractor or of such nature that its dissemination or use other than as specified in the work statement would be adverse to the interests of the Government or others. Neither the contractor, nor contractor personnel, shall divulge nor release data nor information developed or obtained under performance of this contract, except authorized by authorized Government personnel of the requiring organization with concurrence from the Contracting Officer or his authorized supervisor. The contractor shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as specified in this contract, or any information at all regarding this agency.

1.8.18 Disclosure of information regarding operations and services of the activity to persons not entitled to receive it and failure to safeguard any classified information that may come to the contractor (or any persons under the contractor’s control) in connection with work under this contract, may subject the contractor, contractor’s agent, or employees to criminal liability under Title 18, sections 793 and 798 of the United States Code (U.S.C.). Neither the contractor nor the

ITPM Performance Work Statement

contractor's employees shall disclose or cause to be disseminated, any information concerning the operations of the activity, which could result in, or increase the likelihood of, the possibility of a breach of the activity's security or interrupt the continuity of its operations.

1.8.19 There shall be no dissemination or publication, except within and between the contractor and any subcontractors, of information developed under this contract or contained in the reports to be furnished pursuant to this contract without prior written approval of the Government COR with concurrence from Contracting Officer. The contractor shall direct to the COR all inquiries with copy to the GSA Project Manager and Contracting Officer inquiries, comments, or complaints arising from matters observed, experienced, or learned as a result of, or in connection with the performance of this contract, the resolution of which may require the dissemination of official information.

1.9 GSA AAS Business Systems (AASBS) Web Portal. The GSA AASBS (Assisted Acquisition Services Business Systems also known as IT Solutions Shop (ITSS)) web portal will be accessible to the contractor during the performance of the task order and be used in the administration of the task order. This web-based system at <https://portal.fas.gsa.gov/web/guest> shall be used by the contractor to upload status reports, deliverables, invoices, and to respond to inquiries. The contractor shall maintain a current account on this system

1.10 Invoice Submission. All invoicing shall be done electronically. Password and electronic invoice access may be obtained through the AASBS web portal. The Invoice and the Monthly Status Report shall be entered into the AASBS portal within 5 to 10 calendar days after the end of the month. The contractor shall submit invoices electronically by logging into the AASBS portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order and attach a copy of invoice, monthly status report(s) with all required back-up documentation as applicable. The contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission). If the invoices are acceptable, then the GSA Project Manager and COR will approve them for payment and complete the information in the AASBS portal.

1.11 Final Invoice. Invoices for final payment must be so identified and submitted within 60 days from task completion and no further charges are to be billed. A copy of the written acceptance of task completion must be attached to final invoices. The contractor shall request for an extension from the COR for final invoices that may exceed the 60-day time frame.

The Government reserves the right to require certification by a COR before payment is processed, *if necessary*.

1.12 Close-out Procedures. The contractor shall submit a final invoice within sixty (60) calendar days after the end of the performance period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

ITPM Performance Work Statement

PART 2

2 DEFINITIONS AND ACRONYMS.

2.1 **CLASSIFIED.** Official information or matter in any form or of any nature which requires protection in the interest of national security.

2.2 **CONTRACTOR.** A supplier or vendor awarded a contract to provide specific supplies or service to the government. The term used in this contract refers to the prime.

2.3 **CONTRACTING OFFICER.** A person with authority to enter into, administer, and or terminate contracts, and make related determinations and findings on behalf of the government. Note: The only individual who can legally bind the government.

2.4 **CONTRACTING OFFICER'S REPRESENTATIVE (COR).** An employee of the U.S. Government appointed by the contracting officer to administer the contract. Such appointment shall be in writing and shall state the scope of authority and limitations. This individual has authority to provide technical direction to the Contractor as long as that direction is within the scope of the contract, does not constitute a change, and has no funding implications. This individual does NOT have authority to change the terms and conditions of the contract.

2.5 **DEFECTIVE SERVICE.** A service output that does not meet the standard of performance associated with the Performance Work Statement.

2.6 **DELIVERABLE.** Anything that can be physically delivered, but may include non-manufactured things such as meeting minutes or reports.

2.7 **GOVERNMENT FURNISHED EQUIPMENT (GFE).** The equipment, facilities, and supplies to be furnished by the Government for Contractor use during the performance of this contract.

2.8 **INCIDENT.** An unplanned interruption to an IT Service or a reduction in the quality of an IT Service. Failure of a configuration item that has not yet impacted service is also an incident (e.g. failure of one disk from a mirror set).

2.9 **KEY PERSONNEL.** Contractor personnel that are evaluated in a source selection process and that may be required to be used in the performance of a contract by the Key Personnel listed in the PWS. When key personnel are used as an evaluation factor in best value procurement, an offer can be rejected if it does not have a firm commitment from the persons that are listed in the proposal.

2.10 **PERFORMANCE MEASURES.** The critical characteristics of the objective that will be monitored by the Government.

ITPM Performance Work Statement

2.11 **PERFORMANCE OBJECTIVE.** A statement of the required outcome or results.

2.12 **PERFORMANCE REQUIREMENTS SUMMARY (PRS).** The listing of critical performance indicators, standards, and acceptable quality levels used in evaluating the Contractor's performance.

2.13 **PERFORMANCE STANDARDS.** The targeted level or range of levels of performance for each performance measure, relating to the Acceptable Quality Level (AQL) for the objective. The Government will evaluate specified Performance Measures and Standards.

2.14 **PHYSICAL SECURITY.** Actions that prevent the loss or damage of Government property.

2.15 **QUALITY CONTROL PROGRAM.** A formal internal control program prepared by the Contractor to ensure consistent, satisfactory performance of the terms and conditions of the contract

2.16 **QUALITY ASSURANCE.** The government procedures to verify that services being performed by the Contractor are performed according to acceptable standards.

2.17 **QUALITY ASSURANCE SURVEILLANCE PLAN (QASP).** An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

2.18 **QUALITY CONTROL.** All necessary measures taken by the Contractor to assure that the quality of an end product or service shall meet contract requirements.

2.19 **SYSTEM AVAILABILITY.** The degree to which an IT system is operable and in a committable state. It is the proportion of time a system is in a proper and full useable functioning condition.

2.20 **SUBCONTRACTOR.** One that enters into a contract with a prime contractor. The Government does not have privity of contract with the subcontractor.

2.21 **TRANSITION ACTIVITIES.** The efforts required to begin the execution of assignments under this contract and to close out those efforts when the task performance ends in a timely and efficient manner.

2.22 **WORK DAY.** The number of hours per day the Contractor provides services in accordance with the contract.

2.23 **WORK WEEK.** Monday through Friday, unless specified otherwise.

ITPM Performance Work Statement

ACRONYMS.

| | |
|---------|--|
| ACCS | Army Centralized Contracts and Security |
| ACOIC | Army Cyber Operations and Integration Center |
| AFARS | Army Federal Acquisition Regulation Supplement |
| AR | Army Regulation |
| ARCYBER | Army Cyber Command |
| ATO | Antiterrorism Officer |
| C4IM | Command, Control, Communications, Computers & Information Management |
| C2 | Command & Control |
| CAC | Common Access Card |
| CFR | Code of Federal Regulations |
| CFTE | Contractor Full Time Equivalent |
| CLIN | Contract Line Item Number |
| COA | Course of Action |
| COMOPS | Concept of Operations |
| CONUS | Continental United States (excludes Alaska and Hawaii) |
| COR | Contracting Officer Representative |
| COTS | Commercial-Off-the-Shelf |
| CS | Cybersecurity |
| CSE | Contractor Support Element |
| CSS | Central Security Service |
| DA | Department of the Army |
| DD250 | Department of Defense Form 250 (Receiving Report) |
| DD254 | Department of Defense Contract Security Requirement List |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DOD | Department of Defense |
| DODD | DOD Directive |
| DOJ | Department of Justice |
| DRU | Direct Reporting Unit |
| EIP | Engineering Installation Plan |
| EOD | Entry on Duty |
| FAR | Federal Acquisition Regulation |
| FPCON | Force Protection Condition |
| FSO | Facility Security Officer |
| G | Gamma |
| GFE | Government Furnished Equipment |
| GOTS | Government off-the-shelf |
| HaaS | Hardware as a Service |
| HCS | Human Control System |
| HQ | Headquarters |
| HQDA | HQ Department of the Army |

ITPM Performance Work Statement

| | |
|--------|---|
| IA | Information Assurance |
| IC | Intelligence Community |
| ICD | Intelligence Community Directive |
| INSCOM | U.S. Army Intelligence and Security Command |
| IPR | In-Process Review |
| ISP | Inside Plant |
| IT | Information Technology |
| ITSM | IT Service Management |
| JFTR | Joint Federal Travel Regulation |
| JTR | Joint Travel Regulation |
| KO | Contracting Officer |
| LAN | Local Area Network |
| MSC | Major Subordinate Command |
| NETCOM | Network Enterprise Technology Command |
| NISCAP | NSA/CSS Information Systems Certification and Accreditation Process |
| NSA | National Security Agency |
| OCI | Organizational Conflict of Interest |
| OCONUS | Outside Continental United States (includes Alaska and Hawaii) |
| ODC | Other Direct Costs |
| ODNI | Office of the Director of National Intelligence |
| OEM | Original Equipment Manufacturer |
| OPSEC | Operations Security |
| OSP | Outside Plant |
| POC | Point of Contact |
| PRS | Performance Requirements Summary |
| PWS | Performance Work Statement |
| QA | Quality Assurance |
| QASP | Quality Assurance Surveillance Plan |
| QCP | Quality Control Plan |
| SaaS | Software as a Services |
| SAP | Special Access Program |
| SCI | Sensitive Compartmented Information |
| SCIF | Sensitive Compartmented Information Facilities |
| SI | Special Intelligence |
| SOP | Standard Operating Procedure |
| SSO | System Security Officer |
| TE | Technical Exhibit |
| TK | Talent Keyhole |
| TS/SCI | Top Secret/Sensitive Compartmented Information |
| USSID | United States Signal Intelligence Directive |

ITPM Performance Work Statement

PART 3

3 GOVERNMENT FURNISHED ITEMS AND SERVICES.

3.1 Access. The Government will provide necessary, available, and reasonable access to personnel. All contacts with Government organizations and contractor personnel outside HQ INSCOM will be coordinated with the government representative assigned to this initiative. The contractor is responsible for proper utilization and safeguarding of all Government property provided for Contractor use in accordance with Section H.17 of the contract and FAR Part 45. At the end of each work period, all Government facilities, equipment, and materials shall be secured. Contractor employees must immediately report loss and/or damage to Government facilities and equipment upon discovery of such loss and/or damage. Equipment found to be defective must also be reported in a timely manner to allow for repair or replacement. These reports will be submitted to the designated Government custodian, representative or office, and the COR. The Contractor shall check out computer, electronic or diagnostic equipment to properly assist remote sites as required.

3.2 Facilities. The Government will make office space available for contractor operations. The Government reserves the right to assign equivalent space in alternate Government owned or leased buildings. The facilities will be shared with Government personnel assigned to HQ INSCOM and may be shared with other contractor and/or Government personnel as well. Services will be performed at secure Government facilities. The Government will provide common use utilities and office equipment, desk space, telephones, computers, and other items necessary to maintain an office environment.

3.3 Government-Furnished Equipment. The Government will provide the Contractor standard office and computer equipment capability while utilizing a Government leased/owned facility to include but not necessarily limited to copy machines, facsimile machines, telephones, PCs, printers and related peripheral devices as required. The Government will provide required office stations and provide ancillary office furniture such as file cabinets, bookcases, storage cabinets, and tables.

3.4 Government-Furnished Materials. The Government will furnish administrative/office supplies required for the performance of this contract to include, but not necessarily limited to, paper, pens, pencils, ink, markers, paper clips, tape, staples, file cards, folders, copiers, printers, and fax equipment supplies (including paper, printer cartridges, and toner ink).

3.5 Government-Furnished Software. The Government will provide the Contractor with the software necessary for performance of this task. The Government will also provide for maintenance of said software.

3.6 Government-Furnished Records, Files, Documents, & Work Papers. The Government will provide the contractor copies of or access to required directives, publications, specifications, data, and documentation as required to support this contract. All records, files, documents, and

ITPM Performance Work Statement

work papers provided by the Government or generated in support of this contract are Government property.

3.7 Government Furnished Services.

3.7.1 For Official Business. The Government will provide to the contractor access to electronic mail (email) and access to the appropriate networks in support of the PWS. All email correspondence will identify individual contractor as an INSCOM G6 representative by utilizing a signature block. The following standard signature block and following correspondence phrase will be utilized on all email correspondence.

3.7.1.1 E-Mail Signature Block and Correspondence Phrase

John Doe

HQ INSCOM G6 (Identify Office Symbol)

COM: XXX.XXX.XXXX

DSN: XXX.XXX.XXXX

NIPR: john.doe.ctr@mail.mil

SIPR: john.doe.ctr@mail.smil.mil

“Please be advised I am a contractor for INSCOM G6. My correspondence is for coordination and information gathering purposes only and in no way binds or obligates the government contractually.”

3.7.2 Postal or Facility Distribution. The Government will provide mail distribution for official correspondence related to this PWS as necessary.

3.7.3 Telephones. The Government will provide telephones and service to include consolidated unsecured voice, dial-up switched communication service, Defense Switched Network (DSN) and commercial long-distance access for Official Business use. The contractor shall comply with the provisions of all INSCOM and other applicable directives.

ITPM Performance Work Statement

PART 4

4 CONTRACTOR FURNISHED ITEMS.

4.1 General. The Contractor shall furnish all supplies, equipment, facilities and services required to perform work under this contract that are not listed under Part 3 of this PWS.

4.2 Top Secret Facility Clearance. The contractor shall possess and maintain a TOP SECRET facility clearance from the Defense Security Service. The Contractor's employees, performing work in support of this contract shall have been granted a TOP SECRET security clearance from the Defense Industrial Security Clearance Office. The DD Form 254 is provided as an Attachment.

4.3 Materials. Not Applicable

4.4 Contractor Responsibilities.

4.4.1 (b) Appropriate Personnel. The contractor shall not employ persons for work on this contract if such employee is considered by the contracting officer to be a potential threat to the health, safety, security, general wellbeing, or operational mission of the installation and its population.

4.4.2 (b) Appearance & Conduct. Contractor personnel shall present a neat appearance and be easily recognized as contractor employees. FAR 37-114(c) requires contractor personnel attending meetings, answering phones, and working in other situations where their status is not obvious be clearly identified as contractor personnel to avoid creating the impression they are Government officials.

4.4.3 (b) Conflict of Interest. The contractor shall not employ any person who is an employee of the U.S. Government if employing that person would create a conflict of interest.

ITPM Performance Work Statement

PART 5

5.0 Specific Tasks. The contractor shall provide services for IT project management support described in this PWS.

5.1 IT Program Management Support

5.1.1 The Contractor shall assign a primary interface for the Government and provide fully qualified staff and other support personnel as required to ensure timely, qualitative and economically efficient completion of assigned tasks.

5.1.2 The Contractor shall ensure all employees providing support under this contract have signed Non-Disclosure Agreements prior to starting work within INSCOM facilities. NDAs shall be made available to the government upon request.

5.1.3 The Contractor shall collaborate with the Government COR and the Government PMB lead to develop and maintain the Program Management Plan which includes a detailed work plan to include specific tasks, assignments, milestones and schedules. This Program Management Plan shall include planned labor hours and funding expenditure charts (burn rates) to facilitate Government and Contractor Program Manager's monitoring activities. The contractor shall develop such a plan within 30 calendar days of contract award. The plan will be certified by the Government and Contractor Program Manager, and updated as required. Both the Government COR and Contractor Program Manager or equivalent single point of contact will document their concurrence on the initial PMP by signing/dating it. For each subsequent update, both will initial/date the revision, documenting concurrence. The contractor shall lead coordination actions between project stakeholders both Gov't and contractors, as well as facilitate project issue resolution.

5.1.4 The Contractor shall prepare all monthly contract related deliverables and submit according to Technical Exhibit 2.

5.1.5 When not performing contract administration duties, Project Management personnel shall perform all tasks under PWS paragraph 5.2 as assigned by the COR to the Contractor and then assigned by the Contractor to appropriate Contractor personnel.

5.2 IT Project Management. The Contractor shall be responsible for the efficient management of this task order and all associated tasks, and perform in depth IT project management functions to include the Initiating, Planning, Executing, Monitor and Controlling, and Closing of all projects/programs assigned to include but not limited to planning activities skills, forecasting, budgeting/cost estimating, scheduling, government approved resource allocation, monitoring, controlling and auditing and any other associated IT related tasks. The Contractor shall fulfill IT Project Management duties and tasks as specified in the Program Management Institute (PMI) guidelines and directives.

ITPM Performance Work Statement

5.2.1 The contractor shall complete project planning documents IAW INSCOM prescribed standards of reporting. This includes, as required, based on project type, briefings, white papers, Cost Benefit Analysis (CBA), Service Level Agreement (SLA), Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), and Concept of Operations (CONOP) development.

5.2.2 The Contractor shall participate orally and in writing in the staffing of memorandums, executive level letters, executive summaries, information papers, discussion papers, read-ahead packets, concept of operations, operations orders, site surveys, meeting minutes, milestone charts, and trip reports all integral to IT projects. Be able to prepare the following types of executive and senior leader level presentations: desk-side, course(s) of action, introduction, exit, command, and decision briefs at all audience levels from user to the Commanding General.

5.2.3 The contractor shall adjust delivery requirements as directed by Project Stakeholders or G6/GISA Government leadership. In the event a contractor is assigned as lead, they will submit all deliverables as aforementioned.

5.2.4 The personnel responsible for Project Management shall utilize technical and analytical techniques to complete initiating, planning, executing, monitoring and controlling, and closing. Milestones and project documentation deliverables will be measured IAW pace of project and stakeholder/senior leadership demands.

5.2.5 Personnel responsible for Project Management will conduct day-to-day functions of the project, accountable for any steering group, working groups, in-progress reviews (IPRs), Operations Planning Team (OPT), planning for tactical and strategic options where the project might be implemented outside its basic purpose.

5.2.6 Any risk, time delay, cost increase, or operational effectiveness diminished as a result of command atmospherics or dependencies will be documented in project risk documents, to include but not limited to Memorandums for Record (MFR) or appropriate documents as determined by the COR.

5.2.7 Revise and update, on a constant basis, the project documentation will be updated to reflect any budget or scope changes that will impact the completion of the project to specified delivery dates.

5.2.8 Personnel responsible for project management shall be responsible to support customers and stakeholders that include: MSCs worldwide, operational and maintenance staff, INSCOM/other supervisors, Senior Managers, other agency stakeholders, and senior service executives and General Officers. The scope associated to Project/Program managers will ensure any required standards are met in an appropriate way, due to the complexity of the INSCOM IT environment, sufficient flexibility and experience will ensure optimized outcomes during all stages of project completion.

ITPM Performance Work Statement

5.2.9 In addition to competence in IT project management skills, the personnel responsible for Project/Program management shall be able to use, at a minimum, Microsoft (MS) Office Suite (Word, Outlook, Excel, PowerPoint), MS Project, MS Visio, MS Teams, and Adobe Acrobat, to provide the customer any of the aforementioned deliverables. The contractor shall provide written explanation in the form of white paper, briefing slides, or format that compliments the MS Project schedule, as required, to appropriately communicate the project, its current status and future state, and the budgetary IT requirements to the INSCOM G6/GISA.

5.2.10 The contractor shall submit all budget planning documents for projects to the Government in Excel format with keen skills on conditional formatting, quick analysis, autofill, power view, pivot tables, lookup, and other features associated with a “power user” or “highly skilled” professionals that will ensure the delivery of all financial information technology information is presented in a clear, easily understood, with varied views for leadership decision makers and course of action (COA) development for make/buy/continue/halt decisions.

5.3 Optional Over and Above CLIN (Surge) for Base Year and Option Year 1 through 4.

The Government anticipates that there may be additional level of effort required under this contract. Any additional support required will be within the parameters of the tasks listed in paragraphs 5.1 and in direct response to emerging/unanticipated projects.

The contract contains an Over and Above Surge Labor CLIN in the not-to-exceed 6% of total labor costs for each performance option.

This CLIN shall be used for unforeseen and unforeseeable circumstances that require a surge in necessary support under tasks listed in paragraphs 5.1 and in direct response to emerging/unanticipated projects. The Government will provide a written scope statement, consistent with the type of work already within scope of the order, to the Contractor when the line item will be utilized and request that the Contractor provide a written proposal with a proposed firm fixed price based upon the same labor rates that were proposed and used to build the firm fixed price for the applicable performance year. Once a solution and firm fixed price are mutually agreed, a firm fixed priced, bilateral modification under the order’s Changes clause will be issued. No work shall commence on any such requirement under this line item until such time as a modification is executed.

5.4 CONTRACTOR MANPOWER REPORTING (CMR): The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the Contractor shall report ALL Contractor manpower (including subcontractor manpower) required for performance of this contract. The Contractor shall completely fill in all the information in the format using the following web address <https://Contractormanpower.army.pentagon.mil>. The required information includes: (1) Contracting Office, Contracting Officer, Contracting Officer’s Representative, Technical Task Monitor; (2) Contract number, including task and delivery order number; (3) Beginning and ending dates covered by reporting period; (4) Contractor's name, address, phone number, e-mail

ITPM Performance Work Statement

address, identity of Contractor employee entering data; (5) Estimated direct labor hours (including sub-Contractors); (6) Estimated direct labor dollars paid this reporting period (including sub-Contractors); (7) Total payments (including sub-Contractors); (8) Predominant Federal Service Code (FSC) reflecting services provided by Contractor (and separate predominant FSC for each sub-Contractor if different); (9) Estimated data collection cost; (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the Contractor with its UIC for the purposes of reporting this information); (11) Locations where Contractor and sub-Contractors perform the work (specified by zip code in the United States and nearest city, country, when in an overseas location, using standardized nomenclature provided on website); (12) Presence of deployment or contingency contract language; and (13) Number of Contractor and sub-Contractor employees deployed in theater this reporting period (by country). As part of its submission, the Contractor shall provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period shall be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year. Contractors may use a direct XML data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a Contractor's system to the secure website without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the website.

5.5 GSA AAS Business Systems (AASBS) Web Portal. The GSA AASBS (Assisted Acquisition Services Business Systems also known as IT Solutions Shop (ITSS)) web portal will be accessible to the contractor during the performance of the task order and be used in the administration of the task order. This web-based system at <https://portal.fas.gsa.gov/web/guest> shall be used by the contractor to upload status reports, deliverables, invoices, and to respond to inquiries. The contractor shall maintain a current account on this system.

ITPM Performance Work Statement

PART 6

6.0 APPLICABLE PUBLICATIONS (CURRENT EDITIONS).

Facilities/systems shall be engineered and installed in accordance with the publications listed below. Publications available on-line can be accessed at the following web sites:

<http://www.weibull.com/knowledge/milhdbk.htm>
<http://www.product-life-cycle-management.com/legacy-military-standards.htm>
<http://www.apd.army.mil>
<http://www.cnss.gov/full-index.html>
<http://members.asme.org/catalog/CategoryView.cfm>
<http://dodssp.daps.dla.mil>
<http://www.hqisec.army.mil/isec/contacts/contactus.asp>
http://www.eia.org/new_policy/availability.phtml
http://www.cnss.gov/Assets/pdf/nstissi_7003.pdf
http://www.eia.org/new_policy/availability.phtml

Compliance with appropriate Army and Department of Defense (DOD), Defense Information Security Agency (DISA), National Institute of Standards and Technology (NIST), Federal Information Security Management Act (FISMA), Government Performance and Results Act of 1993 (GPRA), and Clinger-Cohen (formerly Information Technology Management Reform Act - ITMRA) regulations, directives, instructions, and manuals is required.

Table 6: Applicable Publications

| ID | TITLE/URL |
|-----------------|--|
| | 7 th Signal Command (T) CE Certification Matrix |
| 29 U.S.C. '794d | Section 508, Amendment to the Rehabilitation Act of 1973, (29 U.S.C. '794d), as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998 |
| ACERT Tools | ACERT TOOLS; https://www.acert.1stiocmd.army.mil/tools/ |
| ACOIC Tools | ACOIC TOOLS; https://www.acert.1stiocmd.army.mil/tools/ |
| ANSI/EIA 748A | America National Standards Institute/Electronic Industries Alliance Standard – Earned Value Management (EVM) Systems |
| AR 25-1 | Army Information Technology; http://www.apd.army.mil/pdffiles/r25_1.pdf |
| AR 25-2 | Information Assurance; http://www.apd.army.mil/pdffiles/r25_2.pdf |
| AR 380-5 | Department of the Army Information Security Program; http://www.apd.army.mil/pdffiles/r380_5.pdf |
| AR 380-20 | Restricted Areas/Security |
| AR 380-40 | Safeguarding and Controlling Communications Security Material; https://armypubs.us.army.mil/epubs/DR_pubs/DR_b/pdf/r380_40.pdf (CAC access required) |
| AR 381-10 | U.S. Army Intelligence Activities; http://www.apd.army.mil/pdffiles/r381_10.pdf |

ITPM Performance Work Statement

| ID | TITLE/URL |
|--------------------------------------|---|
| AR 381-12 | The Army Threat Awareness and Reporting Program; http://www.apd.army.mil/pdffiles/r381_12.pdf |
| AR 385-10 | Army Safety Program, Revision Date: 4 Oct 2011; http://www.apd.army.mil/pdffiles/r385_10.pdf |
| AR 385-40 | Army Accident Investigations and Reporting, Revision Date: 25 Feb 2010; http://www.apd.army.mil/pdffiles/p385_40.pdf |
| AR 525-13 | Antiterrorism, 11 Sep 2008; https://armypubs.us.army.mil/epubs/dr_pubs/dr_b/pdf/r525_13.pdf (CAC access required) |
| AR 530-1 | Operations Security, 19 Apr 2007; https://armypubs.us.army.mil/epubs/dr_pubs/DR_c/pdf/r530_1.pdf (CAC access required) |
| AR 735-5 | Property Accountability Policies, Revision Date: 13 May 2013; http://www.apd.army.mil/pdffiles/r735_5.pdf |
| AR 381-10 | US Army Intelligence Activities |
| Army C4IM Service Catalog | Army C4IM Service Catalog; https://www.itmetrics.hua.army.mil/ (CAC access required) |
| Army CIO/G6/GISA memo of 17 Aug 2010 | Army Gold Master (AGM) Vista 9.X Compliance Guide; https://chess.army.mil/Static/CB_RSRC_AGMSL |
| ASN MOR | ASN Memorandum for the ReCOR/ACORd, 02 November 1999, DON Policy on DON Logistics Technical Data |
| ASME Y14.100 | American Society of Mechanical Engineers, Engineering Drawing Practices |
| ASME Y14.100-2004 | Engineering Drawing Practices (including applicable amendments) |
| | BBP Index; https://informationassurance.us.army.mil/bbp |
| | BBP Index Drafts; https://www.us.army.mil/suite/kc/585383 |
| | BBP Army Password Standards Version 1.5; https://informationassurance.us.army.mil/bbp/army_password_standards.pdf |
| | BBP Web Filtering; https://informationassurace.us.army.mil/bbp/web_filtering.pdf |
| | BBP Wireless Security Standards Version 2.0; https://informationassurance.us.army.mil/bbp_wireless_final.pdf |
| | BBP Reuse of Army Computer Hard Drives v1.1; https://informationassurance.us.army.mil/bbp/computer_hard_drives.pdf |
| C4IM | C4IM LandWarNet (LWN) Services Catalog; https://www.itmetrics.hua.army.mil/ |
| CFR 29 | Code of Federal Regulations, 29 CFR, Labor, Part 4, Labor Standards for Federal Service Contracts, 27 Oct 1983; |

ITPM Performance Work Statement

| ID | TITLE/URL |
|--------------------------|--|
| | http://www.dol.gov/dol/cfr/title_29/Chapter_I.htm |
| CFR 29 | Code of Federal Regulations, 29 CFR, Labor, Part 1910, Occupational Safety & Health, 1 Jul 2002 |
| CG03-0001 August 2003 | Interpretive Guidance for Project Manager Positions http://www.opm.gov/policy-data-oversight/classification-qualifications/reference-materials/projectmanager.pdf |
| CJCSM 6510.01B | Cyber Incident Handling Program 10 Jul 2012; http://www.dtic.mil/cjcs_directives/cjcs/manuals.htm |
| CMMI SE/SW | Capability Maturity Model Integration (CMMI) Product Suite for System Engineering (SE) and Software (SW) |
| CNSSP No.22 | Information Assurance Risk Management Policy for National Security Systems; http://www.cnss.gov/Assets/pdf/CNSSP-22.pdf |
| | CNDSP C&A Evaluator Standard Operating Procedure; https://powhatan.iiee.disa.mil/cnd/CNDSP_SOP_V1.3A_20040304.pdf (CAC access required) |
| | CNDSP Evaluator's SCOR/ACORing Metrics CERTIFICATION AND ACCREDITATION of Computer Network Defense Service Providers; https://powhatan.iiee.disa.mil/cnd/esm-v60-dtd100206.doc (CAC access required) |
| DA PAM 25-5 | Preparing and Processing Request for Long-Haul Information Transfer Services. |
| DA PAM 25-6 | Configuration Management for Automated Information Systems |
| DCID 6/3 | Director of Central Intelligence Directive 6/3, Protecting Sensitive Compartmented Information within Information Systems; http://www.fas.org/irp/offdocs/DCID_6-3_20Manual.htm |
| DJSIG | DoD Joint Security Implementation Guide (DJSIG) |
| DOD 5000.2 | Defense Acquisition Program Procedures |
| DOD Reg 5200.1-R | Department of Defense Regulation 5200.1-R, Information Security Program; http://www.dtic.mil/whs/directives/ |
| DOD 5220.22-M | Department of Defense (DOD) 5220.22-M, National Security Program Manual (NISPOM); http://www.dss.mil/documents/odaa/nispom2006-5220.pdf |
| DODD 8500.1 | Information Assurance (IA); http://www.prim.osd.mil/Documents/DoDD_8500_1_IA.pdf |
| DODD 8500.2 | Information Assurance (IA) Implementation; http://www.disa.mil/Services/Network-Services/Voice/SBU-Voice/Information-Assurance/Documents |
| DOD 8510.01-M | DoDIACertification and Accreditation Process (DIACAP); http://www.disa.mil/Services/Network-Services/Enterprise-Connections/Policy-Guidance-and-Briefings |
| DODD 8520.1 | Protection of Sensitive Compartmented Information (SCI); http://biotech.law.lsu.edu/blaw/dodd/COR/ACORres/pdf/d85201_122001/d85201p.pdf |

ITPM Performance Work Statement

| ID | TITLE/URL |
|---|--|
| DODD 8530.1 | Computer Network Defense (CND); http://www.dtic.mil/whs/directives/COR/ACORres/pdf/O85301p_placeholder.pdf |
| DODD 8530.1-M | Department of Defense Computer Network Defense (CND) Service Provider Certification and Accreditation Process; https://powhatan.iie.disa.mil/cnd/dod-o-8530-1-m.pdf |
| DOD 8530.2 | Support to Computer Network Defense CND http://www.dtic.mil/whs/directives/COR/ACORres/pdf/O85302p_placeholder.pdf |
| DODD 8570.01 | Information Assurance Training, Certification, and Workforce Management http://www.giac.org/certifications/dodd-8570 https://www.isc2.org/dod-fact-sheet.aspx |
| DOD 8570.01-M | Information Assurance Workforce Improvement Program; http://www.dtic.mil/whs/directives/COR/ACORres/pdf/857001m.pdf |
| DOD 8570.01-M IA Certifications Spreadsheet | Information Technology and Communications IACertifications Spreadsheet |
| DODI 8550.01 | DoD Internet Services and Internet-Based Capabilities; http://www.slideshare.net/USArmySocialMedia/dod-internet-services-and-internetbased-capabilities-dodd-855001 |
| EIA-649-A | Electronic Industries Alliance, National (US) Consensus Standard on Configuration Management (including applicable amendments); http://ncsx.pppl.gov/SystemsEngineering/Plans_Procedures/EIA_Standards/EIA-649.pdf |
| EIA-632 | Electronic Industries Alliance, Processes for Engineering a System (including applicable amendments); http://www.acqnotes.com/Attachments/EIA-632%20%93Processes%20for%20Engineering%20a%20System%94%207%20Jan%2099.pdf |
| EIA Standard RS-232 | Data Terminal Equipment and Communication Equipment, Interface Between, Employing Serial Binary Data Interchange |
| FIPS 200 | Minimum Security Requirements for Federal Information and Information Systems; http://csrc.nist.gov/publications/fips/fips200/FIPS-200-final-march.pdf |
| | |
| FM 3-19.30 | Physical Security; http://www.wbdg.org/ccb/ARMYCOE/FIELDMAN/fm31930.pdf |
| HSPD-12 | Homeland Security Presidential Directive 12, Policy for a Common Identification Standard for Federal Employees and Contractors; http://www.dhs.gov/homeland-security-presidential-directive-12 |
| ICD Number 503 | Intelligence Community Directive Number 503, Intelligence Community Information Technology Systems Security Risk Management, Certification |

ITPM Performance Work Statement

| ID | TITLE/URL |
|------------------------|--|
| | and Accreditation; http://www.fas.org/irp/dni/icd/icd-503.pdf |
| IEEE Std 1219-1998 | Institute of Electrical and Electronics Engineers, Standard for Software Maintenance (including applicable amendments); http://www.cs.uah.edu/~rcoleman/CS499/CourseTopics/IEEE_Std_1219-1998.pdf |
| IEEE Std 1220-2005 | Institute of Electrical and Electronics Engineers, Standard for Application and Management of the Systems Engineering Process (including applicable amendments) |
| IEEE/EIA 12207 | Institute of Electrical and Electronics Engineers/ Electronic Industries Alliance, U.S. Standard for Industry Implementation of International Standard ISO/IEC 12207: 1995/2008 (ISO/IEC 12207) Standard for Information Technology – Software Life Cycle Processes |
| IEEE/EIA J-STD-16-1995 | Institute of Electrical and Electronics Engineers/ Electronic Industries Alliance, Standard for Information Technology Software Life Cycle Processes Software Development Acquirer-Supplier Agreement |
| INSCOM Reg (IR) 25=70 | Acquisition and Management of Information Resources; http://www.inscom.army.mil/Contracting/VIMES/25-70%20Acquisition%20and%20Management%20of%20Information%20Resources[1].pdf |
| INSCOM PAMPHLET 210-6 | Installation of Material: Practices and Procedures |
| ISO-9000 | International Organization for Standardization, Quality Management Principles |
| ISO-10303 AP 201:1994 | Industrial Automation Systems and Integration, Product Representation and Exchange – Part 201: Application protocol: Explicit drafting |
| ISO/IEC 12207: 1995 | Information Technology - Software Life Cycle Processes (including applicable amendments, i.e.: ISO/IEC 12207: 2008) |
| ISO/IEC 15288: 2002 | Information Technology - System Life Cycle Processes (including applicable amendments, i.e.: ISO/IEC 12207: 2008) |
| IT-21 HI Documentation | Draft Requirements Specification for a Unified Systems Manual Document Management and Infrastructure |
| | Information Technology Infrastructure Library (ITIL) v3 |
| JAFAN 6/9 Manual | Joint Air Force-Army-Navy (JAFAN) 6/9 Manual, Physical Security Standards for Special Access Program Facilities; http://www.modulargenius.com/UserFiles/JAFAN.pdf |
| JFTR Vol.1 | Joint Federal Travel Regulation Vol. 1 (JFTR), Change 318, 1 Jun 2013; http://www.defensetravel.dod.mil/Docs/perdiem/browse/Travel_Regulations/Regulations_Changes/Monthly/2013/JFTR/318_(06-01-13).pdf |
| JTR Vol. 2 | Joint Travel Regulation Vol. 2 (JTR), Change 571, 1 May 2013; http://www.defensetravel.dod.mil/Docs/perdiem/browse/Travel_Regulations/Regulations_Changes/Monthly/2013/JTR/571_(05-01-13).pdf |
| | Joint Concept of Operations for the Global Information Grid NetOps Directive |

ITPM Performance Work Statement

| ID | TITLE/URL |
|-------------------------------|---|
| Local Unit SOP ATP 3-90.90 | Applications and assigned networks standardization in look and feel; http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp3_90x90.pdf |
| MIL-HDBK-502 | Acquisition Logistics; https://www.logsa.army.mil/lec/downloads/standards/milhdbk502.pdf |
| MIL-HDBK-511 | Department of Defense Handbook for Interoperability of Interactive Electronic Technical Manuals (IETMs); http://www.navsea.navy.mil/nswc/carderock/tecinfsys/etm/rep-pap-pre/pdf/HDBK511.PDF |
| MIL-HDBK-881 | Work Breakdown Structure; http://www.srs.gov/general/EFCOG/03OtherAgencies/MilHdbk881.pdf |
| MIL-DTL-24784B (SH) | Manuals, Technical: General Acquisition and Development Requirements; http://www.everyspec.com/MIL-SPECS/MIL-SPECS-MIL-DTL/MIL-DTL-24784B_SUPPLEMENT-1_25566/ |
| MIL-DTL-24784/20B (SH) | Associated Detail Specification Digital Systems Manual Requirements; |
| MIL-PRF-28001C | Markup Requirements and Generic Style Specification for Exchange of Text and its Presentation (including applicable amendments) |
| MIL-PRF-28002C | Raster Graphics Representation in Binary Format (including applicable amendments) |
| MIL-STD-38784A | Standard Practice for Manuals, Appendix C Document Technical (including applicable amendments) |
| MIL-STD-1309D | Definition of Terms for Testing, Measurement and Diagnostics; http://www.everyspec.com/MIL-STD/MIL-STD-1300-1399/MIL-STD-1309D_87/ |
| MIL-STD-1840C | Automated Interchange of Technical Information (including applicable amendments) |
| MIL-STD-1686 | Electronic Discharge Control Program for Protection of Electrical and Electronics Parts, Assemblies and Equipment; http://www.everyspec.com/MIL-STD/MIL-STD-1600-1699/MIL-STD-1686C_5522/ |
| MIL-STD-1370, APPENDIX C | Lesson Plan |
| MIL-STD 188-200 | Systems Design and Engineering Standards for Tactical Communications |
| MIL-STD 188-154A | Subsystem, Equipment, and Interface Standards for Common Long Haul and Tactical Telecommunications Control Facilities; http://www.everyspec.com/MIL-STD/MIL-STD-0100-0299/MIL-STD-188-154A_24823/ |
| MIL-HDBK 232A | Red/Black Engineering Installation Guidelines; http://www.everyspec.com/MIL-HDBK/MIL-HDBK-0200-0299/MIL_HDBK_232A_1943/ |

ITPM Performance Work Statement

| ID | TITLE/URL |
|-----------------------------------|--|
| MIL-HDBK 419A (Vol 1 and 2) | Grounding, Bonding and Shielding for Electrical Equipment and Facilities, Volume 1 & 2 |
| | National Security Agency Security Configuration Guides; http://www.nsa.gov/snac/downloads_all.cfm |
| | National Security Telecommunications and Information Systems Security Advisory/Information Memorandum (NSTISSAM TEMPEST), December 1995, Red/Black Installation Guidance (FOUO) |
| NAVSEAINST 4160.3A | Technical Manual Management Program (TMMP); http://www.navsea.navy.mil/NAVINST/04160-003A.pdf |
| NEC | National Electric Code |
| NESI, v1.3.0 dtd 16 Jun 06 | Net-Centric Enterprise Solutions for Interoperability (NESI) |
| NETCOM Reg 385-1 | Occupational Safety and Health Act (OSHA) Standards |
| NIACAP | National IACertification and Accreditation Process http://www.cnss.gov/Assets/pdf/nstissi_1000.pdf |
| | NIST Publications Home Page; http://csrc.nist.gov/publications/index.html |
| NIST SP 800-48 | Draft Wireless Network Security for IEEE 802.11a/b/g and Bluetooth; |
| NIST SP 800-61 | Draft Computer Security Incident Handling Guide; http://csrc.nist.gov/publications/drafts/sp800-61-rev1/Draft-SP800-61rev1.pdf |
| NIST SP 800-80 | Draft Guide to Developing Performance Metrics for Information Security; http://csrc.nist.gov/publications/nistpubs/800-55-Rev1/SP800-55-rev1.pdf |
| NSA 130 | NSA/CSS Operational Computer Security Manual |
| NSA/CSS Cir No. 100-1 (C-CCO) | NSA/CSS Secure Telephone System |
| NSA SNAC | NSA System and Network Attack Center (SNAC) Guides |
| NSTISSAM TEMPEST 2/95A (FOUO) | Amendment to Advisory Memorandum Tempest 2/95 Red/Black Installation Guidance |
| NSTISSI No. 1000 April 2000 | National IACertification and Accreditation Process (NIACAP) |
| NSTISSI No. 7003 | Protected Distribution Systems (PDS) |
| OMB Memo: The Federal Acquisition | Memorandum for Chief Acquisition Officers 25 April 2007 http://www.whitehouse.gov/sites/default/files/omb/procurement/workforce/fed_acq_cert_042507.pdf |

ITPM Performance Work Statement

| ID | TITLE/URL |
|--|---|
| Certification for Program and Project Managers | |
| (U) Intelligence Community Classification and Control Markings Implementation Manual Vol. 4, Ed. 2 | Office of the Director of National Intelligence's (DNI) Controlled Access Program Coordination Office's (CAPCO) Implementation Manual |
| ODNI and DOJ updated guidelines for NCTC access, retention, use, and dissemination of information in datasets containing non-terrorism information | Director of National Intelligence U.S. Information Sharing Policy and Guidelines http://www.dni.gov/index.php/newsroom/press-releases/96-press-releases-2012/528-odni-and-doj-update-guidelines-for-nctc-access,-retention,-use,-and-dissemination-of-information-in-datasets-containing-non-terrorism-information |
| Rehabilitation Act Section 508 | Section 508 of the Rehabilitation Act Roles and Responsibilities |
| SECNAVINST 5000.2C | Implementation And Operation Of The Defense Acquisition System And The Joint Capabilities Integration And Development System; https://acc.dau.mil/adl/en-US/173806/file/31037/%2321450%205000_2c.pdfv |
| STIGS | All Applicable Security Technical Implementation Guidelines (STIGS) |
| Section 508 | Section 508 Amendment to the Rehabilitation Act of 1973 |
| | Standardized COMSEC Custodian Course https://www.atrrs.army.mil/atrrscc/courseInfo.aspx?fy=2009&sch=757&crs=CATC-INT+34&crstitle=STANDARDIZED+COMSEC+CUSTODIAN+COURSE&phase= |
| TB 380-41 | Technical Bulletin Security: Procedures for Safeguarding, Accounting and Supply Control of COMSEC Material; https://secureweb.hqda.pentagon.mil/aasa/oaasa/soa/dss/docs/TB%20380- |

ITPM Performance Work Statement

| ID | TITLE/URL |
|------------------|---|
| | 41%2015%20March%202006.pdf |
| TIA/EIA-TSB-31-B | Telecommunications Industry Association/ Electronic Industries Alliance, Part 68 Rationale and Measurement Guidelines |

6.1 The Contractor must abide by all applicable Department of Defense, U.S. Army, Intelligence Community, and INSCOM regulations, publications, manuals, and local policies and procedures.

These policies include:

- Intelligence Community Directive (ICD) 503, Intelligence Community Information Technology Systems Security Risk Management, Certification, and Accreditation, 15 September 2008.
- NIST Special Publication 800-53 Rev 1, Recommended Security Controls for Federal Information Systems, December 2006.
- NIST Special Publication 800-53A, Guide for Assessing the Security Controls in Federal Information Systems, July 2008.
- FIPS PUB 199, Standards for Security Categorization of Federal Information and Information Systems, February 2004.
- Department of Defense Intelligence Integrator's Guide (DIIG), dated 15 February 2007.
- Joint DoDIIS/Cryptologic SCI Information Systems Security Standards (JDCSISSS), dated 1 Jan 2000 and rev. 2, 31 March 2001.
- DoD Intelligence Information Systems (DoDIIS) Security Certification and Accreditation Guide, dated April 2001.
- NSA System and Network Attack Center (SNAC) Guides
- Army Regulation 25-1 "Army Information Technology", dated 25 June 2013
- Army Regulation 25-2 "Information Assurance", dated 24 October 2007
- CNSS Instruction No. 4009, "NationalIA(IA) Glossary", May 2003
- DOD Civilian Personnel Joint Travel Regulations (JTR)
- DOD Directive DOD 3600.01 "Information Operations (IO), August 14, 2006"
- DOD Directive DOD 5200.2-R "Personnel Security Program"
- DOD Directive DOD 8520.1 "Protection of Sensitive Compartmented Information (SCI), December 20, 2001"
- HQ INSCOM Policy Memorandum 13 "Virtual In/Out -Processing (viOP) of Contractors", dated 9 October 2012
- HQ INSCOM Policy Memorandum 22 "Equipment Property Accountability", dated 17 October 2011
- HQ INSCOM Policy Memorandum 7 "Open Storage Policy for Nolan Building and Metro Park Facilities", dated 14 September 2011
- HQ INSCOM Policy Memorandum 9 "Information Technology (IT) and Wireless Telecommunications Support Services Management", dated 2 May 2012

INSCOM Policy Memorandum 64 "Information Assurance", dated 14 November 2012

ITPM Performance Work Statement

ITPM Performance Work Statement

PART 7

Technical Exhibit List:

- 7.0. Technical Exhibit 1 – Performance Requirements Summary**
- 7.1. Technical Exhibit 2 – Deliverables Schedule**
- 7.2. Technical Exhibit 3 – Estimated Workload Data**
- 7.3. Technical Exhibit 4 – Labor Descriptions, Job Descriptions, Level Requirements**

ITPM Performance Work Statement

Technical Exhibit 1 – Performance Requirements Summary

7.0 Performance Requirements Summary. The contractor service requirements are summarized into performance objectives that relate directly to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

| Performance Objective | Standard | Acceptable Quality Level (AQL) |
|---|--|--|
| PRS # 1 The Contractor shall assign a Program Manager to act as the single primary interface for the Government and provide fully qualified technicians and other support personnel as required to ensure timely, qualitative and economically efficient completion of assigned tasks. (PWS Para 5.1) | IAW with PWS direction | 100% Complete; 95% on-time by assigned/adjusted suspense |
| PRS # 2 The Contractor shall be responsible for the efficient management of this task order and all associated tasks. (PWS Para 5.1) | IAW Branch Chief/Project Stakeholders, Government Project Manager Lead, and COR IAW the INSCOM Staff Action Guidelines and other applicable INSCOM Policies | 100% Complete; 95% on-time by assigned/adjusted suspense |

ITPM Performance Work Statement

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| <p>PRS # 3</p> <p>Write and/or edit technical documents, including Course of Action (CAO) recommendations, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. (PWS Para 5.1)</p> | <p>The American Psychological Association (APA) of Style, 6th Edition, 2009; Current edition of Army Regulation 25-50; INSCOM Staff Action Guide and COR provided INSCOM template, standard applied as appropriate for the document</p> | <p>100% Complete; 95% on-time by assigned/adjusted suspense</p> |
| <p>PRS # 4</p> <p>The contractor shall apply process improvements, reengineering methodologies and principles to conduct process modernization projects. The contractor shall be responsible for effective transitioning of existing project terms and the facilitation of project teams in the accomplishment of project activities and objectives. (PWS Para 5.1)</p> | <p>Industry best business practice; INSCOM, G6 IT Project Management document standards; INSCOM Staff Action Guide and AR 25-50 as applicable for the type of document required for each task</p> | <p>100% Complete; 95% on-time by assigned/adjusted suspense</p> |
| <p>PRS # 5</p> <p>Interface and engage with stakeholders at all levels to include Program of Record PM's, senior leaders, technical authorities, Cyber Security and mission system operators to ensure interoperability and successful integration of new technology, mission systems and Quick Reaction Capabilities (PWS Para 5.1)</p> | <p>TRADOC Regulation 71-20; INSCOM, G6 Project Management document standards; INSCOM Staff Action Guide and AR 25-50 as applicable for the type of document required for each task</p> | <p>100% Complete; 95% on-time by assigned/adjusted suspense</p> |

ITPM Performance Work Statement

Technical Exhibit 2 – Deliverables Schedule

7.1 Deliverables Schedule

| Deliverables | Frequency | Medium/Format | Submit via Email To |
|--|--|-------------------------------|----------------------------|
| Cost Estimates in accordance with PWS paragraphs 5.1 | Upon request from the government. | Electronic MS-word and or PDF | KO/COR/TTM |
| Non-Disclosure Agreement in accordance with PWS paragraphs 5.1 | Prior to starting work at the INSCOM facilities | Electronic MS-word and or PDF | KO/COR/TTM |
| Project Documentation, In-Progress Review in accordance with PWS paragraphs 5.1 | Within 30 days of contract award and updated as necessary thereafter | Electronic MS-word and or PDF | COR/TTM |
| Transition-in Plan. | Within 30 days of contract award | Electronic MS-word and or PDF | KO/COR/TTM |
| Transition-out Plan | Within 30 days of contract award | Electronic MS-word and or PDF | KO/COR/TTM |
| Monthly Status Report in accordance with PWS paragraphs 5.1 | NLT the 10th following each month of the Period of Performance | Electronic MS-word and or PDF | COR/KO |
| OPSEC SOP in accordance with PWS paragraphs 5.1 | NLT 90 days after contract award | Electronic MS-word and or PDF | COR/TTM |
| Briefings, white papers, Cost Benefit Analysis (CBA), Service Level Agreement (SLA), Memorandum of Agreement, Memorandum of Understanding, and CONOP in accordance with PWS paragraphs 5.1 | As required | Electronic MS-word and or PDF | COR/TTM |
| Computer Software Product End Items Report in accordance with PWS paragraphs 7.2.8 | Within 60 days after contract award | Electronic MS-word and or PDF | COR/TTM |
| Memorandums, executive level letters, executive summaries, information papers, discussion papers, read-ahead packets, concept of operations, operations | As required | Electronic MS-word and or PDF | COR/TTM |

ITPM Performance Work Statement

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| orders, site surveys, meeting minutes, milestone charts, and trip reports in accordance with PWS paragraphs 5.1 | | | |
| Desk-side, course(s) of action, introduction, exit, command, and decision briefs in accordance with PWS paragraphs 5.1 | As required | Electronic MS-word and or PDF | COR/TTM |
| Project documentation and deliverables in accordance with PWS paragraphs 5.1 | As required | Electronic MS-word and or PDF | COR/TTM |
| OPT deliverables in accordance with PWS paragraphs 5.1 | As required | Electronic MS-word and or PDF | COR/TTM |
| Excellent customer support in accordance with PWS paragraphs 5.1 | Daily | Electronic MS-word and or PDF | COR/TTM |
| Budget planning documents in accordance with PWS paragraphs 5.1 | As required | Electronic MS-word and or PDF | COR/TTM |
| Provide compilation of all monthly status reports under the contract tasks and include an up-to-date listing of all contractor employees in accordance with PWS paragraphs 7.2.2 | Monthly Report | Electronic MS-word and or PDF | COR/TTM |
| OCI Mitigation Plan IAW with PWS paragraphs 7.2.1 | As Required | Electronic MS-word and or PDF | COR/TTM |
| Quality Control Program Report IAW 7.2.3 | As Required | Electronic MS-word and or PDF | COR/TTM |
| Annual Report IAW PWS paragraphs 7.2.4 | As Required | Electronic MS-word and or PDF | KO/COR/TTM |
| Cost Performance Report PWS paragraphs IAW PWS paragraphs 7.2.5 | As Required | Electronic MS-word and or PDF | COR/TTM |
| Technical Reports IAW 7.2.6 | As Required | Electronic MS-word and or PDF | COR/TTM |
| Transition Plan IAW PWS paragraphs 7.2.7 | As Required | Electronic MS-word and or PDF | KO/COR |
| Contractor's Bi-Annual (Six-Month) Customer Survey Plan IAW PWS | As Required | Electronic MS-word and or PDF | COR/TTM |

ITPM Performance Work Statement

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| paragraphs 7.2.9 | | | |
| Bi-Annual (Six-Month) Customer Survey Results and Contractor Improvement Report IAW PWS paragraphs 7.2.10 | As Required | Electronic MS- word and or PDF | COR/TTM |

Technical Exhibit 3 – Estimated Workload Data

| ITEM | NAME | ESTIMATED QUANTITY | |
|------|---------------------------|--------------------|----------------|
| 1 | Sr. Program Manager (key) | 1 | 1920/annually |
| 2 | Sr. Project Manager | 6 | 11520/annually |
| 3 | Master Scheduler (key) | 1 | 1920/annually |
| 4 | Mid-level Project Manager | 4 | 7680/annually |

ITPM Performance Work Statement

Technical Exhibit 4 – Job Descriptions and Qualification.

| Labor Category | Job Descriptions | Qualification |
|----------------------------------|---|--|
| Sr. Program Manager (Key) | <ul style="list-style-type: none"> • Accountable for all aspects of contract execution and manages the hands-on, day-to-day execution of related operational activities • Responsible for program/project management operations and resourcing of all contract requirements, including staffing, and tasking responses • Responsible for meeting all technical, financial, and contractual requirements • Primary Point-of-Contact for the Government • Authorized to act on all matters relating to the daily operation of the contract • Responsible for achieving operational objectives by contributing information and recommendations to strategic plans and reviews, preparing and completing action plans, and implementing production. • Responsible for developing and tracking budgets, project management, process improvement, and performance management. • Responsible performing and tasks as specified in the Program Management Institute (PMI) guidelines and directive. • Located on-site here in INSCOM HQs, and responsible for executing programs/projects. | <p>Minimum Education: Associate's degree in business or IT related field required.</p> <p>Minimum Experience:</p> <p>8 years of IT project management experience with Master's degree, including 6 years of supervisory experience leading teams of at least 11 people.</p> <p>10 years of IT project management experience with Bachelor's degree, including 6 years of supervisory experience leading teams of at least 11 people.</p> <p>12 years of IT project management experience with Associate's degree, including 6 years of supervisory experience leading teams of at least 11 people.</p> <p>14 years of IT project management experience in lieu of a degree, including 6 years of supervisory experience leading teams of at least 11 people.</p> <p>Skills: 5 years of working experience with Microsoft Project.</p> <p>Required Certification: Project Management Professional Certification (PMP).</p> <p>Security Clearance: TS/SCI</p> |
| Sr. Project Manager | <ul style="list-style-type: none"> • Responsible performing and tasks as specified in the Program Management Institute (PMI) guidelines and directive. • Responsible for serving as Sr. Project Manager under the Sr. | <p>Minimum Education: Associate's degree in business or IT related field required.</p> <p>Minimum Experience:</p> <p>6 years of IT project management experience with</p> |

ITPM Performance Work Statement

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| | <p>Program Manager and Government project manager leads.</p> <ul style="list-style-type: none"> • Provide guidance to mid-level project managers. | <p>Master's degree.</p> <p>8 years of IT project management experience with Bachelor's degree.</p> <p>10 years of IT project management experience with Associate's degree.</p> <p>12 years of IT project management experience in lieu of a degree.</p> <p>Skills: 3 years of working experience with Microsoft Project.</p> <p>Required Certification: Project Management Professional Certification (PMP).</p> <p>Security Clearance: TS/SCI</p> |
| Mid-level Project Manager | <ul style="list-style-type: none"> • Responsible performing and tasks as specified in the Program Management Institute (PMI) guidelines and directive. • Responsible for serving as Mid-level Project Manager under the Sr. Project Managers. | <p>Minimum Education: Associate's degree in business or IT related field required.</p> <p>Minimum Experience:</p> <p>4 years of IT project management experience with Master's degree.</p> <p>6 years of IT project management experience with Bachelor's degree.</p> <p>8 years of IT project management experience with Associate's degree.</p> <p>10 years of IT project management experience in lieu of a degree.</p> <p>Skills: 2 years of working experience with Microsoft Project.</p> <p>Preferred Certification: Project Management Professional Certification (PMP).</p> <p>Security Clearance: TS/SCI</p> |

ITPM Performance Work Statement

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|-------------------------------|--|---|
| Master Scheduler (Key) | <ul style="list-style-type: none"> • Responsible for developing plans, schedules and tracking cost/budgets to meet requirements. • Manage complex program plans and schedule, provide technical advice on critical paths and establish milestone development. • Coordinate with Project Management Branch on schedule modifications and coordinate work efforts across multiple units and make recommendation to life cycle management processes. | <p>Minimum Education: Associate's degree in business or IT related field required.</p> <p>Minimum Experience:</p> <p>4 years of IT project management experience with Master's degree.</p> <p>6 years of IT project management experience with Bachelor's degree.</p> <p>8 years of IT project management experience with Associate's degree.</p> <p>10 years of IT project management experience in lieu of a degree.</p> <p>Skills: 6 years of working experience with Microsoft Project.</p> <p>Preferred Certification: Project Management Professional Certification (PMP).</p> <p>Security Clearance: TS/SCI</p> |
|-------------------------------|--|---|

Incentives: Positive: Satisfactory performance is necessary for a decision to exercise any option year. Satisfactory performance will result in positive customer evaluation which can aid in competition for future awards. Negative: The Government reserves the right to assess equitable consideration against the contractor in proportion to the damage experienced from failure to meet the established acceptance criteria. If any of the services do not conform with contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, at no increase in contract amount. If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Government may - (1) By contract or otherwise, perform the services and charge to the Contractor any cost incurred by the Government that is directly related to the performance of such service; or (2) Terminate the contract via the available procedures under FAR 52.212-4.

7.2 Performance Reporting Requirements

7.2.1 OCI Mitigation plan. The Contractor shall notify the COR, GSA PM, Government PM lead and Contracting Officer immediately whenever it becomes aware that such access or participation may result in any actual or potential OCI and shall promptly submit a plan to the COR, GSA PM, Government PM lead and Contracting Officer to avoid or mitigate any such

ITPM Performance Work Statement

OCI. The Contractor's mitigation plan will be determined to be acceptable solely at the discretion of the Contracting Officer and in the event the Contracting Officer unilaterally determines that any such OCI cannot be satisfactorily avoided or mitigated, the Contracting Officer may affect other remedies as he or she deems necessary, including prohibiting the Contractor from participation in subsequent contracted requirements which may be affected by the OCI.

7.2.2 Monthly Report. The contractor shall prepare and coordinate monthly reports, providing an electronic copy in Microsoft Office format to the GSA PM, Government PM lead and COR. The report shall be submitted as a monthly status report to ITSS. The report shall contain at a minimum, actual hours expended, projected hours remaining and the delta between actual and projected hours/spend plan and cumulative totals by Contract Line Item (CLIN). The report shall also contain on-going and long-term projects; projects pending review and approval, policy and procedures reviews. This report shall identify training attended, projected training, core hours and projected leave of absence for the next calendar month. Report format is at the discretion of the COR. Additionally, the report is for use as a planning and management tool by the COR. Submission of the report shall not be later than 5 pm ET on the fifteenth day of the month following the first of the month. Dissemination and release of the information contained in the monthly report is at the discretion of the COR. The Contractor personnel responsible for Program Management shall provide executive summary and a description of the accomplishments, work-in-progress, planned work, and issues or problems relating to each task area upon request.

Monthly reports shall include, but not be limited to, the following information:

- Brief summary of progress and activities toward meeting performance standards.
- List of action items and progress and activities planned to close the open action items.
- List of anticipated difficulties in upcoming tasks and any issues on current tasks.
- Task order funds expended (by month and to date) to include labor for Cost type task orders.
- Recommended improvements or solution options.
- Manpower Reporting. All prime contractors will include current roster of all personnel performing services on the contract, providing at minimum the following:
 - Projected leave of absence for the next calendar month
 - Clearance and Clearance Date
 - Significant issues/accomplishments
 - Anticipated issues
 - Proposed resolutions to identified issues

7.2.3 Quality Control Program Report. The Quality Control Program Report shall be submitted by the 10th working day of the following month. The report shall provide the inspection schedule 90 days out and the findings from the previous month's inspections (announced and

ITPM Performance Work Statement

unannounced). Status of all open corrective action plans (CAP) shall be reported until the CAP is closed (discrepancy is under control).

7.2.4 Annual Report. There shall be a report summarizing the contract period, submitted no later than 10 working days after each contract period to the GSA Project Manager, Government Project Manager lead, and the COR. The report shall roll up annual spending and status of billing, summary of total hours worked, average number of employees and a summary of contract actions performed by the contractor staff, GFE inventory with geographical location (installation/building) of each item and who has signed for the item(s). Report format is at the discretion of the contractor but the report should be at an executive level.

7.2.5 Cost Performance Report. The Contractor shall provide a cost performance report summarizing all the costs incurred to date and since last report no later than the 10th of the month.

7.2.6 Technical Reports. The Contractor shall provide weekly reports for technical work as required by the COR.

7.2.7 Transition Plan. The Contractor shall provide a plan to phase out or transition support under this PWS to follow-on organizations. Review and revise, within 30 days of contract award, a transition plan that recommends the steps required to transition operations performed under this contract from the current operations provider back to the Government or follow-on Contractor. The Plan shall be updated annually.

7.2.8 Contractor's Bi-Annual (Six-Month) Customer Survey Plan. Contractor shall provide Contractor's plan for conducting the survey to include specifics on who, what, when and how the survey will be conducted, together with how the results will be reported.

7.2.9 Bi-Annual (Six-Month) Customer Survey Results and Contractor Improvement Report. The Contractor shall provide data and information with Contractor's proposed improvements, based upon the customer survey results.

8.0 COR: The client COR under this task order is Ms. Gretchen Heimann

The COR oversees the contractor's technical efforts to assure that its performance is in strict accordance with the terms and conditions of the contract. The COR, as a direct line of technical contact for the Contractor, will also be the primary interface between the contractor and the Contracting activity, GSA, on matters pertaining to the contractor's technical effort. The COR monitor's all technical aspects of task orders to ensure that the Contractor performs the technical requirements of the task orders in accordance with the terms of the contract. In doing so, the COR will:

- Perform, or cause to be performed, inspections necessary in connection with performance of the contract

ITPM Performance Work Statement

- Assure prompt inspection and acceptance or rejection of reports, deliverables, and invoices
 - Maintain written and oral communications with the Contractor concerning the aspects of the contract within his purview
 - Issue written interpretations of technical requirements of Government drawings, designs, and specifications
 - Monitor the Contractor's performance under the contract and notify the Contractor and GSA Project Manager, and GSA CO as deemed necessary, of any deficiencies observed
 - Coordinate Government furnished property availability; provide for site entry of Contractor personnel, as required.
- The COR assures that the contractor has a current facility clearance, as well as appropriate clearances, for its personnel to have access to Government sites or classified material as soon as it is determined that access to sites or classified material will be required.
- The COR assures that neither party is arbitrarily enlarging the scope of the contract or changing delivery schedules or otherwise obligating the Government to unanticipated or deferred cost. The COR will:
- Inform the GSA PM immediately of potential technical, management and operational problems of the contract order
 - Recommend changes to the SOW, if necessary, and submit these to the PM and CO.
 - Monitor through to completion the Contractor's performance in order to ensure compliance with all requirements, specifications, terms and conditions under the task order.
 - Maintain a contract working file

8.1 The GSA Project Manager (PM) under this task order **TBD**. The PM is the first line contact of GSA for COR. The PM is the interface between the requiring organization and the contracting organization. The PM reviews issues raised by the COR and decides if and when to refer to the Contracting Officer those matters, other than purely technical problems, that may affect the contract. As such the PM refers those matters, other than purely technical problems, which may affect the contract scope, cost, performance or otherwise necessitate a formal contract modification to the CO. The PM will coordinate and forward to the Contracting Officer (CO) for further formal contract action as deemed necessary. The PM will:

- Ensure that neither party is arbitrarily enlarging the scope of the contract or changing delivery schedules or otherwise obligating the Government to unanticipated or deferred cost and assuring that there is no duplication of work or costs.
- In coordination with the COR, informs the Contracting Officer when the contractor is known to be behind schedule, with the reasons therefore and coordinating with the COR and Contracting Officer corrective action necessary to restore the contract schedule.

ITPM Performance Work Statement

- Furnish to the Contracting Officer a copy of any contractually significant correspondence in order to prevent possible misunderstanding or creation of a condition that may be the basis of a later claim.
- Review and submit recommendations to Contracting Officer on subcontracts with respect to their relationship with the prime contracts.
- Provide necessary Government interpretation of the contract's technical requirements from cognizant sources, when requested by the contractor or COR

8.2 Exclusions: Among the exclusions of the COR's and PMs' authority are:

- Issuing instructions to the Contractor to start or stop work
- Directing the contractor to perform work, unless explicitly provided for in the contract
- Modifying the stated terms, conditions, or costs of the contract
- Waiving the Government's rights with regard to the contractor's compliance with the specifications, price, delivery, or any other terms or conditions approving items of cost not specifically authorized by the contract
- Directing changes
- Executing supplemental agreements
- Rendering a decision on any dispute on any question of fact under the Disputes provision of the contract
- Taking any action with respect to termination, except to notify the Contracting Officer of possible conditions of breach
- Authorizing delivery or disposition of Government-furnished property not specifically authorized by the contract
- Giving guidance to the contractor, either orally or in writing, which might be interpreted as a change in the scope or terms of the contract
 - Discussing procurement plans, or any other advance information that might provide preferential treatment to one firm over another, when a solicitation is issued for a competitive procurement.

Any conduct by these officials, or other Government representatives, considered by the Contractor to constitute a change under the contract shall be communicated promptly to the CO, in writing. Following submission of such notice to the CO, the Contractor shall diligently continue performance of this contract to the maximum extent possible in accordance with the terms and conditions of the Contract.

8.3 The CO is the sole interpreter of contract terms and conditions. All contractual agreements, commitments, or modifications which involve price, quantity, quality, or delivery schedules shall be made by the Contracting Officer. As per 52.212-4(c) Changes, changes to the terms and conditions of this contract may be made only by written agreement of the parties.

ITPM Performance Work Statement

8.4 Key Contract Administration Personnel. The following Points of Contact (POC) are applicable to this order:

Contracting Officer Representative (COR): Provided upon award
Government Project Manager (PM): Provided upon award
GSA Project Manager (PM): Provided upon award
GSA Contracting Officer (CO): Provided upon award

8.5 INVOICING/ PROCEDURES FOR PAYMENT. The period of performance for each invoice shall be for one calendar month. The contractor shall submit only one invoice per month per order/contract.

NOTE: The Government reserves the right to audit, thus; the contractor shall keep on file all backup support documentation for travels.

8.5.1 Content of Invoice. The contractor's invoice will be submitted monthly for work performed the prior month. The contractor may invoice only for the hours, travel and unique services used in direct support of the task order. The invoice shall be submitted on official letterhead and shall include the following information at a minimum.

- Client Order ID Number
- ACT Number
- Prompt Payment Discount
- Remittance Address
- Period of Performance for Billing Period
- Point of Contact and Phone Number
- Invoice Amount
- Skill Level Name and Associated Skill Level Number (if applicable). For transition in phase, the invoice shall be pro-rated.
- Actual Hours Worked During the Billing Period (applicable for transition in phase)
- Clearly indicate both the current invoice's monthly "burn rate" and the total average monthly "burn rate" (if applicable)
- Travel Itemized by Individual and Trip (if applicable)
- Training Itemized by Individual and Purpose (if applicable)
- Supporting documentation for travel including travel approval and receipts

8.5.2 Invoice Submissions. All invoicing shall be done electronically. Password and electronic invoice access may be obtained through the AASBS web portal. The Invoice and the Monthly Status Report shall be entered into the AASBS portal within 5 to 10 calendar days after the end of the month. The contractor shall submit invoices electronically by logging into the AASBS portal (<https://portal.fas.gsa.gov>), navigating to the appropriate order, and creating the invoice for that order and attach a copy of invoice, monthly status report(s) with all required back-up documentation as applicable. The contractor shall NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission). If the invoices are acceptable,

ITPM Performance Work Statement

then the GSA Project Manager and COR will approve them for payment and complete the information in the AASBS portal.

8.5.3 Final Invoice. Invoices for final payment must be so identified and submitted within 60 days from task completion and no further charges are to be billed. A copy of the written acceptance of task completion must be attached to final invoices. The contractor shall request for an extension from the COR for final invoices that may exceed the 60-day time frame. The Government reserves the right to require certification by a COR before payment is processed, *if necessary*.

8.6 Close-out Procedures. The contractor shall submit a final invoice within sixty (60) calendar days after the end of the performance period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

8.7 Contractor Responsibilities to Receive Payment:

Contractor must first provide invoices and a completed GSA Form 3025 – Receiving Report to the Government COR for review prior to submitting invoices in ITSS or GSA Finance. The COR will return either an approved GSA Form 3025 or a detailed explanation as to why the invoice was not approved within 5 business days. It is the responsibility of the contractor to resolve issues in a timely manner.

Contractor shall submit the approved invoice and the signed GSA Form 3025 into the Central Invoicing System in ITSS. The Monthly Status Report is to be submitted into the Reports section of ITSS for this task.

Contractor shall reference ACT number **TBD** when submitting requests for client acceptance. A Monthly status report must accompany the approved invoice and Form 3025 in ITSS. Failure to comply will result in automatic invoice rejection.

If an invoice is rejected, it is the responsibility of the contractor to notify the GSA Project Manager so that issues can be resolved in a timely manner.

8.8 Monthly Payments

This contract is a firm-fixed price contract.

The Government shall pay the Contractor, upon the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Acceptance criteria shall be in accordance with the Performance Based criteria listed in the PBSOW. Unless otherwise

ITPM Performance Work Statement

specified in this contract, payment shall be made on partial deliveries accepted by the Government if-

- (a) The amount due on the deliveries warrants it; or
- (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.
- (c) The Government anticipates that invoicing will be on a monthly basis at one twelfth of awarded firm fixed price based on each year's price, or as otherwise necessary to be proportional should a performance period be other than one calendar year(one sixth for the option).
- (d) Charges for the time and materials/labor hour portion of the order shall be for actual effort expended for the associated month.

8.9 Non-Personal Services: This is not a personal services contract. The Government shall neither supervise contractor employees nor control the method by which the contractor performs the required tasks. It shall be the responsibility of the contractor to manage its employees and to guard against any actions that are of the nature of personal services, or give the perception of personal services. If the contractor believes that any actions constitute, or are perceived to constitute personal services, it shall be the contractor's responsibility to notify INSCOM COR, the GSA PM, Government PM lead, and the Contracting Officer immediately.

Incorporated by reference: DFARS 252.232-7007 -- Limitation of Governments Obligation (May 2006)

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| DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the National Industrial Security Program (NISP) apply to all security aspects of this effort involving classified information)</i> | | OMB No. 0704-0567 OBM approval expires October 31, 2020 |
| The public reporting burden for this collection of information, 0704-0567, is estimated to average 70 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB number. RETURN COMPLETED FORM AS DIRECTED IN THE INSTRUCTIONS. | | |
| 1. CLEARANCE AND SAFEGUARDING | | |
| a. LEVEL OF FACILITY SECURITY CLEARANCE (FCL) REQUIRED (See Instructions) TOP SECRET | b. LEVEL OF SAFEGUARDING FOR CLASSIFIED INFORMATION / MATERIAL REQUIRED AT CONTRACTOR FACILITY None | |
| 2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i> <input type="checkbox"/> a. PRIME CONTRACT NUMBER <i>(See instructions.)</i> <input type="checkbox"/> b. SUBCONTRACT NUMBER <input checked="" type="checkbox"/> c. SOLICITATION OR OTHER NUMBER DUE DATE TBD (YYYYMMDD) 2019 11 15 | 3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i> <input type="checkbox"/> a. ORIGINAL <i>(Complete date in all cases)</i> DATE (YYYYMMDD) <input type="checkbox"/> b. REVISED <i>(Supersedes all previous specifications.)</i> DATE (YYYYMMDD) REVISION NO. <input type="checkbox"/> c. FINAL <i>(Complete Item 5 in all cases)</i> DATE (YYYYMMDD) | |
| 4. IS THIS A FOLLOW-ON CONTRACT? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, complete the following:</i> Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract. | | |
| 5. IS THIS A FINAL DD FORM 254? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>If Yes, complete the following:</i> In response to the contractor's request dated _____, retention of the identified classified material is authorized for the period of _____ | | |
| 6. PRIME CONTRACTOR <i>(Include Commercial and Government Entity (CAGE) Code.)</i> | | |
| a. NAME, ADDRESS, AND ZIP CODE This is for Solicitation purpose only. Final dd254 will be issued once the contract is awarded. | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE (CSO) <i>(Name, Address, ZIP Code, Telephone; Email Address optional)</i> |
| 7. SUBCONTRACTOR including Tiers | | |
| a. NAME, ADDRESS, AND ZIP CODE TBD | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE (CSO) <i>(Name, Address, ZIP Code, Telephone; Email Address optional)</i> |
| 8. ACTUAL PERFORMANCE | | |
| a. LOCATION(S) USA Intelligence & Security Command - FT Belvoir, 8825 Beulah St., Fort Belvoir, VA, 22060 | b. CAGE CODE W00YAA2 | c. COGNIZANT SECURITY OFFICE (CSO) <i>(Name, Address, ZIP Code, Telephone; Email Address optional)</i> USA Intelligence & Security Command - FT Belvoir - 8825 Beulah St., Fort Belvoir, VA, 22060 |
| 9. GENERAL UNCLASSIFIED DESCRIPTION OF THIS PROCUREMENT Project Management and Information Assurance Support | | |

UNCLASSIFIED//FOR OFFICIAL USE ONLY

10. CONTRACTOR WILL REQUIRE ACCESS TO:

(X all that apply. Provide details in Blocks 13 or 14 as set forth in the instructions.)

- | | |
|---|--|
| <input type="checkbox"/> a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION | <input type="checkbox"/> f. SPECIAL ACCESS PROGRAM (SAP) INFORMATION |
| <input type="checkbox"/> b. RESTRICTED DATA | <input checked="" type="checkbox"/> g. NORTH ATLANTIC TREATY ORGANIZATION (NATO) INFORMATION |
| <input type="checkbox"/> c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION (CNWDI) <i>(If CNWDI applies, RESTRICTED DATA must also be marked)</i> | <input type="checkbox"/> h. FOREIGN GOVERNMENT INFORMATION |
| <input type="checkbox"/> d. FORMERLY RESTRICTED DATA | <input type="checkbox"/> i. ALTERNATIVE COMPENSATORY CONTROL MEASURES (ACCM) INFORMATION |
| e. NATIONAL INTELLIGENCE INFORMATION: | <input checked="" type="checkbox"/> j. CONTROLLED UNCLASSIFIED INFORMATION (CUI) |
| <input checked="" type="checkbox"/> (1) Sensitive Compartmental Information (SCI) | <input checked="" type="checkbox"/> k. OTHER (Specify) NIPR, SIPR, JWICS, NSAnet |
| <input checked="" type="checkbox"/> (2) Non-SCI | |

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:

- | | |
|---|---|
| <input checked="" type="checkbox"/> a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY | <input type="checkbox"/> g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER |
| <input type="checkbox"/> b. RECEIVE AND STORE CLASSIFIED DOCUMENTS ONLY | <input type="checkbox"/> h. REQUIRE A COMSEC ACCOUNT |
| <input type="checkbox"/> c. RECEIVE, STORE, AND GENERATE CLASSIFIED INFORMATION OR MATERIAL | <input type="checkbox"/> i. HAVE A TEMPEST REQUIREMENT |
| <input type="checkbox"/> d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE | <input checked="" type="checkbox"/> j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS |
| <input checked="" type="checkbox"/> e. PERFORM SERVICES ONLY | <input type="checkbox"/> k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE |
| <input checked="" type="checkbox"/> f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES | <input checked="" type="checkbox"/> l. RECEIVE, STORE, OR GENERATE CONTROLLED UNCLASSIFIED INFORMATION (CUI). |
| | <input checked="" type="checkbox"/> m. OTHER (Specify) SI, TK, G, HCS and TARP training required. |

12. PUBLIC RELEASE

Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the National Industrial Security Program Operating Manual (INSPOM) or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public release shall be submitted for review and approval prior to release to the appropriate government approval authority identified here with at least office and phone contact information and if available, an e-mail address. *(See instructions)*

☐ DIRECT ☒ THROUGH (Specify below)

PUBLIC RELEASE AUTHORITY:

PUBLIC RELEASE OF SCI IS NOT AUTHORIZED

PUBLIC RELEASE OF SCI IS NOT AUTHORIZED

13. SECURITY GUIDANCE

The security classification guidance for classified information needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest classification assigned or recommended.

(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

SEE SECTION 13 CONTINUATION SECTION AT THE BOTTOM OF THIS FORM

List of Attachments (All Files Must be Attached Prior to Signing, i.e., for any digital signature on the form)

NAME & TITLE OF REVIEWING OFFICIAL

14. ADDITIONAL SECURITY REQUIREMENTS

Requirements, in addition to NISPOM requirements for classified information, are established for this contract.

☐ No ☒ Yes If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office (CSO).

See SCI addendum

15. INSPECTIONS.

Elements of this contract are outside the inspection responsibility of the cognizant security office (CSO).

☐ No ☒ Yes If Yes, explain and identify specific areas and government activity responsible for inspections.

See SCI addendum

16. GOVERNMENT CONTRACTING ACTIVITY (GCA) AND POINT OF CONTACT (POC)**a. GCA NAME**

GSA

d. POC NAME

Kit Lee

b. AAC OF CONTRACTING OFFICE

GSA

e. POC TELEPHONE

(415) 436-8730

c. ADDRESS**f. EMAIL ADDRESS**

Kit.lee@gsa.gov

17. CERTIFICATION AND SIGNATURE

Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below. Upon digitally signing Item 17h, no changes can be made as the form will be locked.

a. TYPED NAME OF CERTIFYING OFFICIAL (Last, First, Middle Initial)

Wright, Eunice

d. AAC OF CONTRACTING OFFICE

X

h. SIGNATURE

b. TITLE

Industrial Security Specialist

e. CAGE CODE OF THE PRIME CONTRACTOR**c. ADDRESS (Include ZIP Code)**

8825 BEULAH STREET, FT BELVOIR, VA, 22060-5246

f. TELEPHONE (Include Area Code)

(703)428-4372

i. DATE SIGNED**g. EMAIL ADDRESS**

eunice.e.wright.civ@mail.mil

18. REQUIRED DISTRIBUTION BY THE CERTIFYING OFFICIAL

a. CONTRACTOR



f. OTHERS AS NECESSARY (If more room is needed, continue on Item 13 or on additional page if necessary.)



b. SUBCONTRACTOR



c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR



d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION



e. ADMINISTRATIVE

Section 13 Continuation SECURITY GUIDANCE. The security classification guidance needed for this effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes: to challenge the guidance or classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. *(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any document/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)*

10a: Classified COMSEC material is not releasable to contractor employees who have not received a FINAL clearance at the appropriate security level. COMSEC access shall be IAW DoD 5220.22-M and AR 380-40. When access is required at Government facilities, contractor personnel will adhere to COMSEC rules and regulations as mandated by Command policy and procedures. Written concurrence of the CM is required prior to subcontracting.

10e1: SCI Access required. No public release of information authorized, public disclosure or confirmation of any subject related to the support contract is not authorized without first obtaining written approval from the CM.

10e2: Non-SCI Information is not releasable to contractor employees who have not received a clearance at the appropriate security level. Written concurrence of the CM is required prior to subcontracting. Access to Intelligence information required for performance.

10g: Personnel not assigned to a NATO staff position, but requiring access to NATO classified information, NATO COSMIC, NATO Secret or access to the NATO accredited SIPRNET terminals, must possess the equivalent FINAL or Interim U.S. Security Clearance based upon the appropriate personnel security investigation required. Personnel with access to NATO ATOMAL information must have the appropriate level FINAL U.S. Security Clearance. The government program/project manager is the designated representative that will ensure the contractor security manager and concerned employees are NATO briefed prior to access being granted. The contractor will maintain strict compliance in regards to NATO information IAW NISPOM Ch 10, Section 7. Prior approval from the CM is required for subcontracting.

10h: Foreign Government Information (FGI) is not releasable to contractor employees who have not received a FINAL clearance at the appropriate security level. Written concurrence of the CM is required prior to subcontracting.

10j: For Official Use Only (FOUO) Information generated and/or provided under this contract shall be safeguarded and marked as specified in DoD 5200.1-R.

11a: Contractor performance is restricted. Government agency or activity will provide security classification guidance for performance of this contract. Visit request to the CM and/or Security Management Office for need-to-know verification is done through JCAVS IAW Oct 2005 memo.

11b: ITPM Contract

11f: Access to classified information OCONUS is restricted to government contract facility

11j: OPSEC is required. Information will be provided separately.

11l: Requires safeguarding and dissemination of CUI

11m: IF PROVIDED THIS TEXT SHOULD PROVIDE A COMPLETE DESCRIPTION FOR (OTHER) Additional notes: SI, TK, G, HCS, and TARP training required.

UNCLASSIFIED//FOR OFFICIAL USE ONLY
US ARMY SCI ADDENDUM TO DD FORM 254

- X (1)-This contract requires access to Sensitive Compartmented Information (SCI). The Commander, US Army Intelligence and Security Command (INSCOM), acting on behalf of the DA Deputy Chief of Staff (DCS), G-2 is the Cognizant Security Authority (CSA) for the US Army, has exclusive security responsibility for all SCI released to the contractor or developed under the contract and held within the Contractor's SCI Facility (SCIF) or Co-utilization Agreement (CUA).
- X (2)-The Defense Intelligence Agency (DIA) has security inspection responsibility for SCI and the Defense Security Service (DSS) retains responsibility for all collateral information released or developed under the contract and held within the DoD Contractor's SCIF. All DD Forms 254 prepared for contracts involving access to SCI under this contract must be processed through ACCS to the CM and Industrial Security Specialist for approval.
- X (3)-The manuals, regulations, and directives checked below provide the necessary guidance for physical, personnel, and information security for safeguarding SCI, and are part of the security classification specification for this contract:
- | | |
|----------|---|
| <u>X</u> | (a)-ICD 503, Intelligence Community Information Technology Systems Security Risk Management, Certification and Accreditation |
| <u>X</u> | (b)-ICD 704 Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information and Other Controlled Access Program Information |
| _____ | (c)-IC Tech Spec-for ICD/ICS 705, Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities |
| <u>X</u> | (d)-Signals Intelligence Security Regulations (SISR) (Available from the CM) |
| <u>X</u> | (e)-Imagery Policy Series (Available from the CM) |
| <u>X</u> | (f)-DoDM 5105 Vol 1 – 3 SCI Administrative Security Manual. |
| <u>X</u> | (g)-AR 380-28, DA Special Security System |
| <u>X</u> | (h)-AR 25-2, Information Assurance |
| _____ | (i)-AR 380-381, Special Access Programs |
| <u>X</u> | (j)-Army Handbook for SCI Contracts. |
| _____ | (k)-Other |
- X (4)-Contract estimated completion date (PERIOD OF PERFORMANCE ONLY): TBD
(NOTE: Option years are not to be included, as an option is not valid until exercised by the government.)
- X (5)-The name, telephone number, and email and mailing address of the Contract Monitor (CM) and alternate for the SCI portion of this contract are: TBD (Additionally, identify the Security POC, phone number, and email address at the contractor's/subcontractor's location):) **TBD** (The CM and the contractor security officer must be registered in the Army Centralized Contracts and Security Portal (ACCS) at the level of contract, in order to process SCI actions)

- X (6)-All DD Forms 254 prepared for contracts involving access to SCI under this contract must be processed through ACCS to the CM and Industrial Security Specialist for approval and to Contractor Support Element, USAINSCOM, ACoS Security, G2 for review and concurrence of the awarded contract.
- X (7)-Visit certification to DoD locations is not required, as need to know and accesses is verified at the visiting facility. Non DoD locations the contractor must process request for SCI visit certification(s) through ACCS to the CM for approval and to Contractor Support Element (CSE) for review and processing. Visit certification request must be submitted at least ten (10) working days prior to the visit.
- X (8)-Debriefings: All FSO's/CSSO's must properly debrief all contractors from SCI through ACCS. FSO/CSSO's must submit the debrief request NLT 7 days and NET 10 days before actual departure. FSO's/CSSO's will separate all contractors from JCAVS after completion of debriefing.
- X (9)-The contractor will not reproduce any SCI related material without prior written permission of the CM.
- X (10)-Security Classification Guides or extracts are attached or will be provided under separate cover.
- X (11)-Electronic processing of SCI requires accreditation of the equipment in accordance with ICD 503 and AR 25-2. (Note: NATO security awareness briefing is required for access to JWICS indicated in blocks 10k or 11l of DD 254.).
- X (12)-This contract requires a contractor Controlled Space ☐ or CUA ☐
- X (13)-Request for Indoctrination/Debrief Authority
- X (14)-This contract requires (SI) (TK) (G) (HCS) (Add others as required)
- X (15)-The contractor will perform SCI work under this contract at the following location (Name of government or contractor activity, SCI SMO or CAGE Code):

Agencies: W00YAA2 – USA INTELLIGENCE & SECURITY COMMAND – FT BELVOIR, W00YAA2-
USA INTELLIGENCE & SECURITY COMMAND – FT BELVOIR, W00YAA – USA INTELLIGENCE & SECURITY
COMMAND-FT BELVOIR;

- _____ (16)-The contractor identified in Block 6 is a Multiple Facility Organization (MFO) and is authorized to submit DD254 and SCI Addendum for the following SCI locations (Facility Name and CAGE Code).
- _____ (17)- SCI Courier Requirement

Quality Assurance Surveillance Plan (QASP)

1.0 INTRODUCTION

This Quality Assurance Surveillance Plan (QASP) is pursuant to the requirements listed in the Performance Work Statement (PWS) entitled Information Technology Project Management (ITPM). This plan sets forth the procedures and guidelines the Army Intelligence and Security Command (INSCOM) Contract Officer Representative (COR) will use in ensuring the required performance standards or services levels are achieved by the contractor.

1.1 PURPOSE

The purpose of the QASP is to describe the systematic methods used to monitor performance and to identify the required documentation and the resources to be employed. The QASP provides a means for evaluating whether the contractor is meeting the performance standards or quality levels identified in the PWS and the contractor's Quality Control Plan (QCP), and to ensure that the Government pays only for the level of services received.

This QASP defines the roles and responsibilities of all members of the Integrated Project Team (IPT), identifies the performance objectives, defines the methodologies used to monitor and evaluate the contractor's performance, describes quality assurance documentation requirements, describes the analysis of quality assurance monitoring results, and provides a Performance Requirements Summary (Attachment 1) that includes the method used to improve contractor performance when appropriate.

1.2 PERFORMANCE MANAGEMENT APPROACH

The PWS structures the acquisition around "what" service or quality level is required, as opposed to "how" the contractor should perform the work (i.e., results, not compliance). This QASP will define the performance management approach taken by the INSCOM COR to monitor and manage the contractor's performance to ensure the expected outcomes or performance objectives communicated in the PWS are achieved. Performance management rests on developing a capability to review and analyze information generated through performance assessment. The ability to make decisions based on the analysis of performance data is the cornerstone of performance management; this analysis yields information that indicates whether expected outcomes for the project are being achieved by the contractor.

Performance management represents a significant shift from the more traditional Quality Assurance (QA) concepts in several ways. Performance management focuses on assessing whether outcomes are being achieved and to what extent versus scrutiny of compliance with the processes used to achieve the outcome. A performance-based approach facilitates the contractor providing an innovative solution within the stated constraints that gives the Government the opportunity to receive outstanding results. A "results" focus provides the contractor flexibility to continuously improve and innovate over the course of the contract as long as the critical outcomes expected are being achieved and/or the desired performance levels are being met.

1.3 PERFORMANCE MANAGEMENT STRATEGY

The contractor is responsible for the quality of all work performed. The contractor measures that quality through the contractor's own Quality Control (QC) program. QC is work output, not workers, and therefore includes all work performed under this contract regardless of whether the work is performed by contractor employees or by subcontractors. The contractor's quality

control program (QCP) will set forth the staffing and procedures for self-inspecting the quality, timeliness, responsiveness, customer satisfaction, and other performance requirements in the PWS. The contractor will develop and implement a performance management system with processes to assess and report its performance to the designated Government representative. This QASP enables the Government to take advantage of the contractor's QC program.

The Government representative(s) will monitor performance and review performance reports furnished by the contractor to determine how the contractor is performing against communicated performance objectives. The Government will make a determination regarding incentives based on performance measurement metric data and notify the contractor of those decisions. The contractor will be responsible for making required changes in processes and practices to ensure performance is managed effectively.

2.0 ROLES AND RESPONSIBILITIES

2.1 Contracting Officer (CO)

The GSA CO is responsible for monitoring contract compliance, contract administration, and cost control and for resolving any differences between the observations documented by the ANG IT Contracting Officer's Representative (COR) and the contractor. The CO will designate one full-time COR as the Government authority for performance management. The number of additional representatives serving as technical inspectors depends on the complexity of the services measured, as well as the contractor's performance, and must be identified and designated by the CO.

2.2 Contracting Officer Representative (COR)

The COR is designated in writing by the CO to act as his or her authorized representative to assist in administering a contract. COR limitations are contained in the written appointment letter. The COR is responsible for technical administration of the project and ensures proper Government surveillance of the contractor's performance. The COR is not empowered to make any contractual commitments or to authorize any contractual changes on the Government's behalf. Any changes that the contractor deems may affect contract price, terms, or conditions shall be referred to the CO for action. The COR will have the responsibility for completing QA monitoring forms used to document the inspection and evaluation of the contractor's work performance. Government surveillance may occur under the inspection of services clause for any service relating to the contract.

3.0 IDENTIFICATION OF REQUIRED PERFORMANCE STANDARDS/QUALITY LEVELS

The required performance standards and/or quality levels are included in the PWS and in Attachment 1, "Performance Requirements Summary." If the contractor meets the required service or performance level, it will be paid in accordance with the terms of the contract. Failure to meet the required service or performance level will result in a deduction from the planned invoice amount.

4.0 METHODOLOGIES TO MONITOR PERFORMANCE

4.1 Surveillance Techniques

In an effort to minimize the performance management burden, simplified surveillance methods shall be used by the government to evaluate contractor performance when appropriate. The primary methods of surveillance are

- a. Random sampling, which shall be performed by the COR designated inspector.
- b. Periodic Inspection: COR typically performs the periodic inspection on a monthly basis.

4.2 Customer Feedback

The contractor is expected to establish and maintain professional communication between its employees and customers. The primary objective of this communication is customer satisfaction. Customer satisfaction is the most significant external indicator of the success and effectiveness of all services provided and can be measured through customer complaints.

Performance management drives the contractor to be customer focused through initially and internally addressing customer complaints and investigating the issues and/or problems. However, the customer always has the option to communicate complaints to the COR, as opposed to the contractor.

Customer complaints, to be considered valid, must set forth clearly and in writing the detailed nature of the complaint, must be signed, and must be forwarded to the COR. The COR will accept those customer complaints and investigate them using the Quality Assurance Monitoring Form: Customer Complaint Investigation, identified in Attachment 3.

Customer feedback may also be obtained either from the results of formal customer satisfaction surveys or from random customer complaints.

4.3 Acceptable Quality Levels

The Acceptable Quality Levels (AQLs) included in Attachment 1, Performance Requirements Summary Table, for contractor performance are structured to allow the contractor to manage how the work is performed while providing negative incentives for performance shortfalls. For critical activities, the desired performance level is established at 100 percent. Other levels of performance are keyed to the relative importance of the task in relation to the overall mission performance for INSCOM.

5.0 QUALITY ASSURANCE DOCUMENTATION

5.1 The Performance Management Feedback Loop

The performance management feedback loop begins with the communication of expected outcomes. Performance standards are expressed in the PWS and assessed using the performance monitoring techniques shown in Attachment 1.

5.2 Monitoring Forms

The Government's QA surveillance, accomplished by the COR, will be reported using the monitoring form below. The forms, when completed, will document the Government's assessment of the contractor's performance under the contract to ensure that the required results.

The COR will retain a copy of all completed QA monitoring forms.

6.0 ANALYSIS OF QUALITY ASSURANCE MONITORING RESULTS

6.1 Determining Performance

The Government shall use the monitoring methods cited to determine whether the performance standards, service levels, and/or AQLs have been met. If the contractor has not met the minimum requirements, they may be asked to develop a corrective action plan to show how and by what date they intend to bring performance up to the required levels.

6.2 Reporting

At the end of each month, the COR will prepare a written report for the CO summarizing the overall results of the quality assurance surveillance of the contractor's performance. This written report, which includes the contractor's submitted monthly report and the completed quality assurance monitoring forms, will become part of the QA documentation. It will enable the Government to demonstrate whether the contractor is meeting the stated objectives and/or performance standards, including cost/technical/scheduling objectives.

6.3 Reviews and Resolution

The COR may require the contractor's project manager, or a designated alternate, to meet with the CO and other Government IPT personnel as deemed necessary to discuss performance evaluation. The COR will define a frequency of in-depth reviews with the contractor, including appropriate self-assessments by the contractor; however, if the need arises, the contractor will meet with the COR as often as required or per the contractor's request. The agenda of the reviews may include:

- a. Monthly performance assessment data and trend analysis
- b. Issues and concerns of both parties
- c. Projected outlook for upcoming months and progress against expected trends, including a corrective action plan analysis
- d. Recommendations for improved efficiency and/or effectiveness
- e. Issues arising from the performance monitoring processes.

The CO and COR must coordinate and communicate with the contractor to resolve issues and concerns regarding marginal or unacceptable performance.

The CO, COR, and contractor should jointly formulate short and long-term courses of action. Decisions regarding changes to metrics, thresholds, or service levels should be clearly documented. Changes to service levels, procedures, and metrics will be incorporated as a contract modification.

| Performance Objective | Standard | Acceptable Quality Level (AQL) | COR Review Comments |
|---|--|---|---------------------|
| PRS # 1 The Contractor shall assign a Program Manager to act as the single primary interface for the Government and provide fully qualified technicians and other support personnel as required to ensure timely, qualitative and economically efficient completion of assigned tasks. (PWS Para 5.1) | IAW with PWS direction | 100% Complete; 95% on-time by assigned/adjusted suspense | |
| PRS # 2 The Contractor shall be responsible for the efficient management of this task order and all associated tasks. (PWS Para 5.1) | IAW Branch Chief/Project Stakeholders, Government Project Manager Lead, and COR IAW the INSCOM Staff Action Guidelines and other applicable INSCOM Policies | 100% Complete; 95% on-time by assigned/adjusted suspense | |
| PRS # 3 Write and/or edit technical documents, including Course of Action (CAO) recommendations, reports, user manuals, briefings and presentations, functional descriptions, system specifications, guidelines, special reports, and other project deliverables to meet contract requirements. (PWS Para 5.1) | The American Psychological Association (APA) of Style, 6th Edition, 2009; Current edition of Army Regulation 25-50; INSCOM Staff Action Guide and COR provided INSCOM template, standard applied as appropriate for the document | 100% Complete; 95% on-time by assigned/adjusted suspense | |
| PRS # 4 The contractor shall apply process improvements, reengineering methodologies and principles to conduct process modernization projects. The contractor shall be responsible for effective transitioning of existing project terms and the facilitation of project teams in the accomplishment of project activities and objectives. (PWS Para 5.1) | Industry best business practice; INSCOM, G6 IT Project Management document standards; INSCOM Staff Action Guide and AR 25-50 as applicable for the type of document required for each task | 100% Complete; 95% on-time by assigned/adjusted suspense | |

| | | | |
|--|---|---|--|
| PRS # 5 Interface and engage with stakeholders at all levels to include Program of Record PM's, senior leaders, technical authorities, Cyber Security and mission system operators to ensure interoperability and successful integration of new technology, mission systems and Quick Reaction Capabilities (PWS Para 5.1) | TRADOC Regulation 71-20; INSCOM, G6 Project Management document standards; INSCOM Staff Action Guide and AR 25-50 as applicable for the type of document required for each task | 100% Complete; 95% on-time by assigned/adjusted suspense | |
|--|---|---|--|

Monitoring Form

COR Signature